CBN FORMS APPLICATION USER MANUAL

Document Name	CBN Forms Application User Manual
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General Description	This documented procedure describes how to use CBN Forms application module in submitting CBN Forms
Target Audience	DTI Café(s), Importer(s), Agent(s), Bank(s)

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1 PURPOSE

This documented procedure describes how to use CBN Forms Application module in submitting, searching, viewing, updating, Form M validity extension, post entry modification and printing the following forms:

a. Form M
b. Form NXP
c. Form NCX
d. Form A

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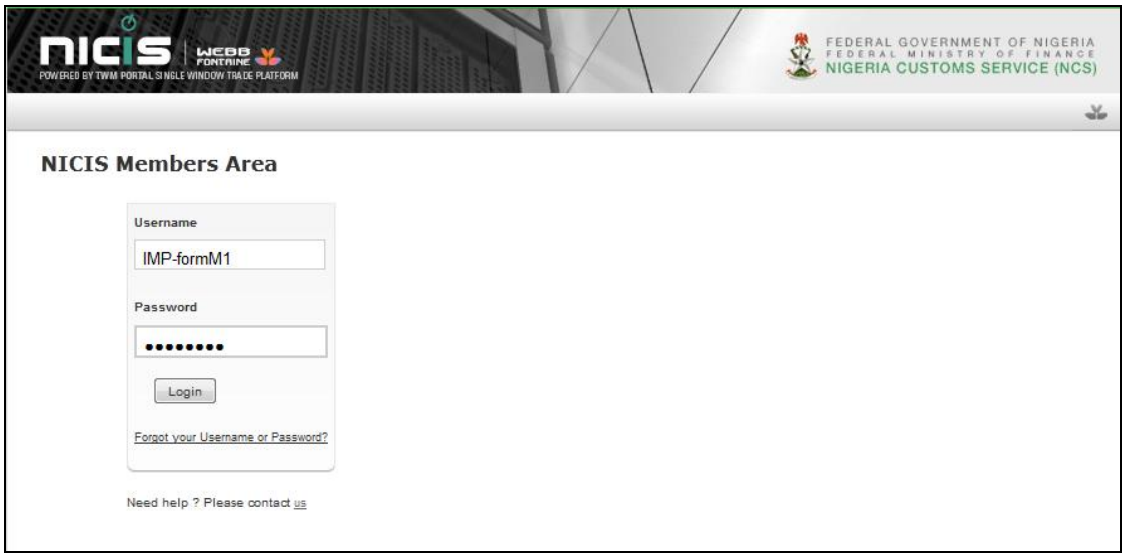
2 UNIFORM RESOURCE LOCATOR (URL)

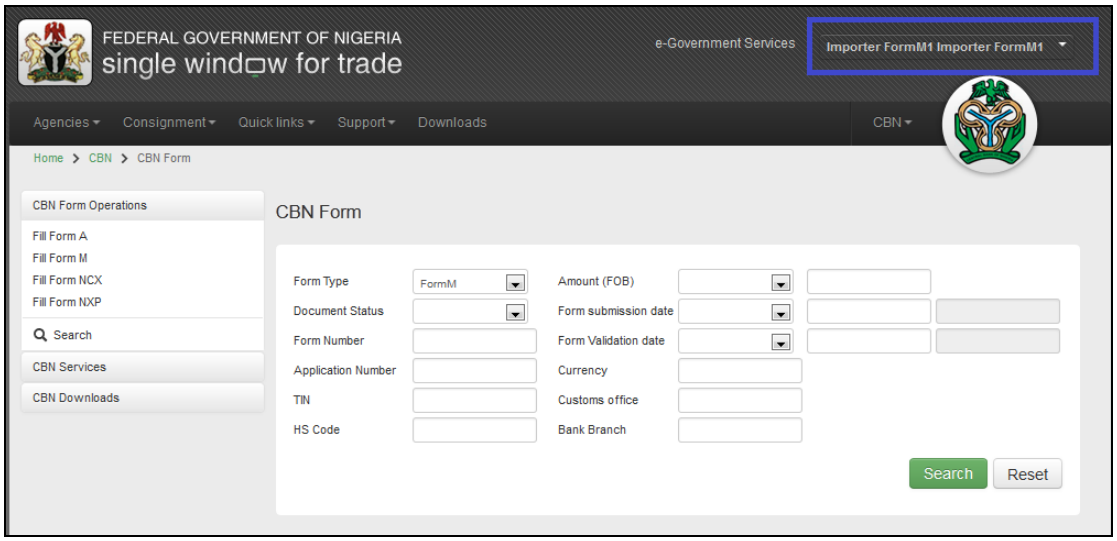
It can be accessed via the URL: https://trade.gov.ng/cbn/formx using the Trade Portal. The general login page will be displayed. Enter your username and password then click on **Login** button.



Username and password can be assigned through the following:

a. For importers, usernames will be their TIN number and password which will be provided during TIN registration process with Customs. (Refer to TIN registration document: FIRS_User Manual).
b. For Banks/CBN/Inspection Agents, contact your system administrators.

CBN Form Search page will be displayed when successfully logged in. Username will be displayed on the upper right part of the window.



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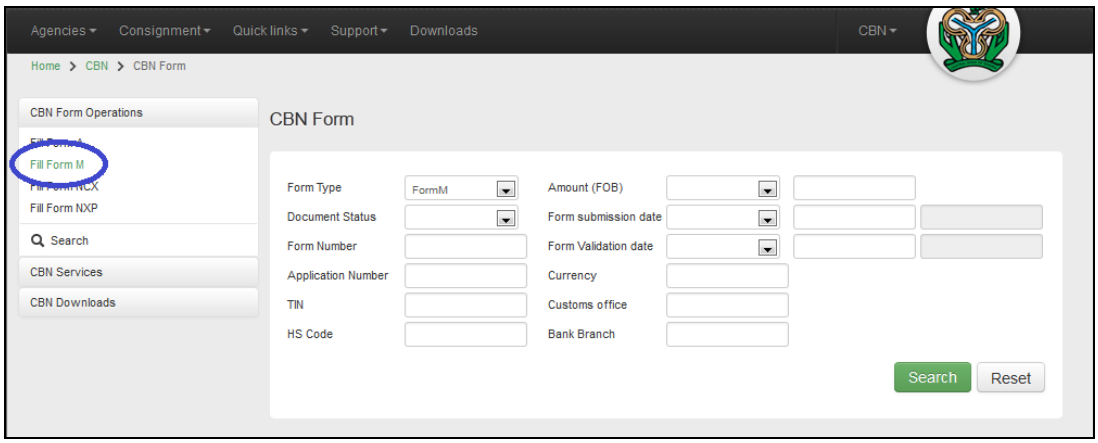
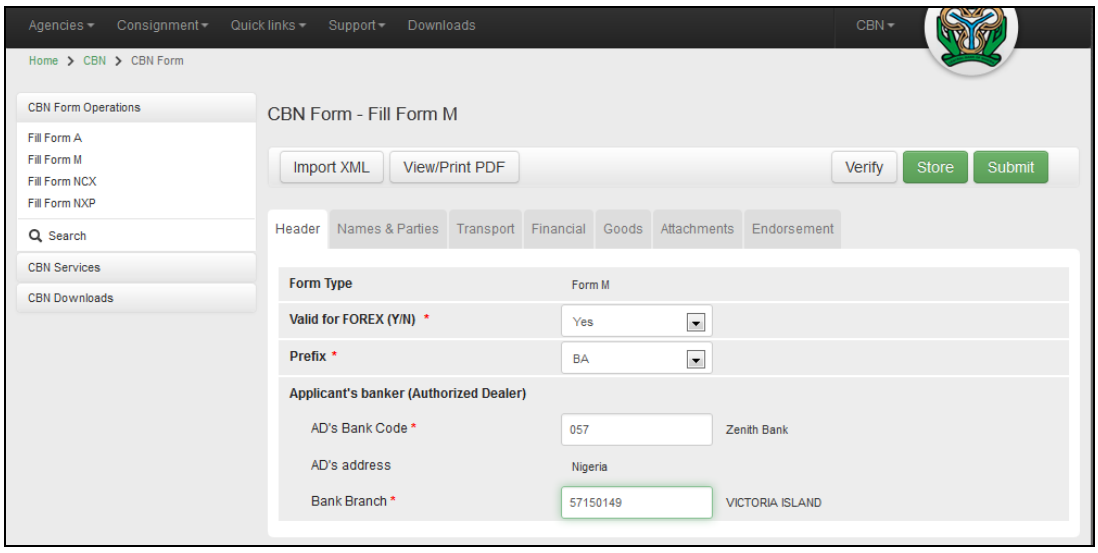
3 FORM M OPERATIONS

3.1 Create

3.1.1 To create new Form M record, click on **CBN Form Operations** then click on **Fill Form M** hyperlink.



3.1.2 Fill Form M page will be displayed on **Header** Tab. Enter necessary details in the fields displayed in **Fill Form M** page.



a. Select Valid for FOREX status (Yes or No)
b. Select Form M prefix (BC/CB)
   BA: Subject to Destination Inspection.
   CB: Exempted from Destination Inspection
c. Select Applicants Dealer Bank
d. Applicants Dealer Bank Address will be displayed automatically
e. Select Bank Branch

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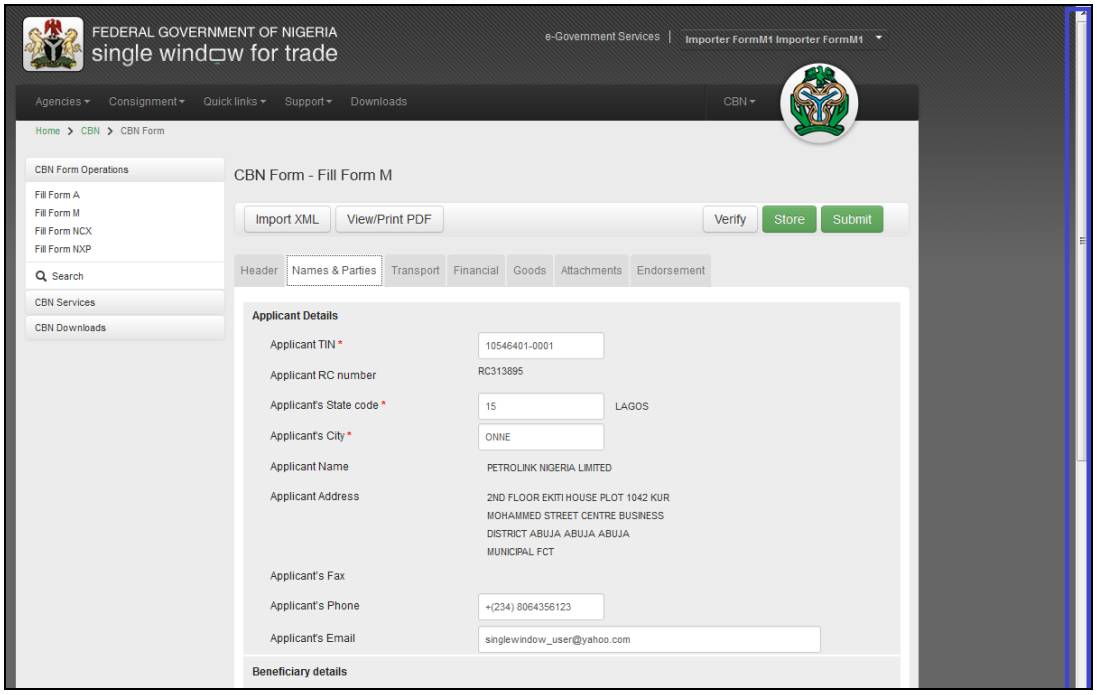
General Remarks:

1. All CBN Forms entry fields with asterisk (*) are mandatory.
2. All CBN forms use the same data entry form layout hence each form is identified by form type.

3.1.3 Click on **Names and Parties** tab to capture the **Applicant and Beneficiary** details. Complete all the data entries.



a. Enter TIN number
   Note 1: When entering the TIN number, the system will display the list records which contain the same value. Use the scrollbar to move up and down the list of records. Select the appropriate TIN number.
   Note 2: After TIN number is entered, Applicant's RC number, Name, Address, Fax, Phone and Email Address will be displayed automatically (retrieved from Company profile).
b. Select Applicant State Code
c. Select Applicant City
d. Update Applicant's Phone if necessary
e. Update Applicant's Email Address if necessary
f. Enter Beneficiary Name
g. Enter Beneficiary Address
h. Enter Beneficiary Country code
i. Enter Beneficiary Address Phone
j. Enter Beneficiary Fax Number
k. Enter Beneficiary Email Address

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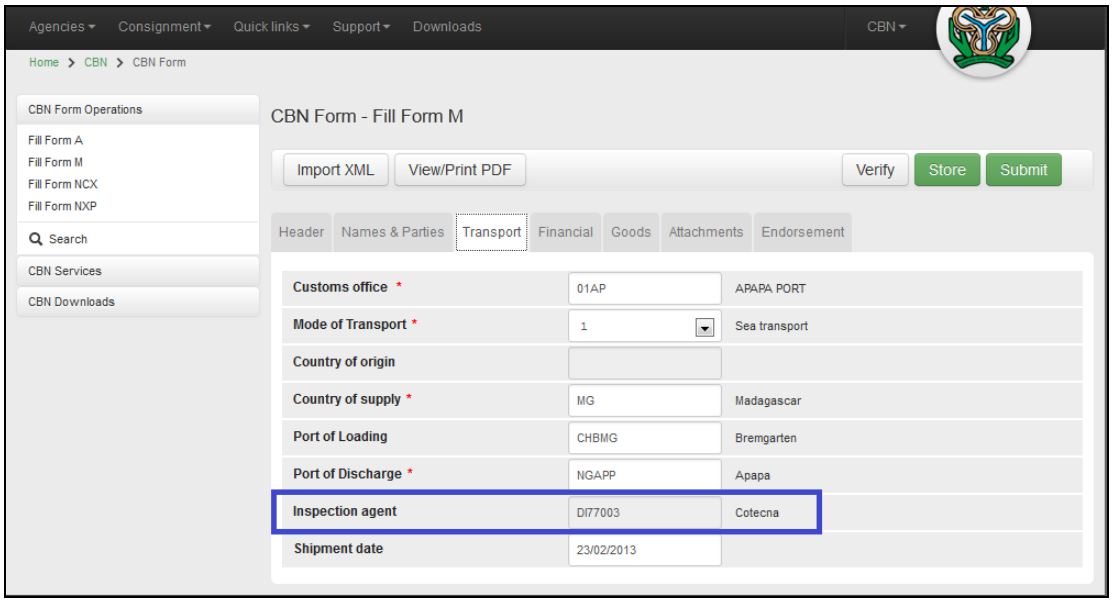
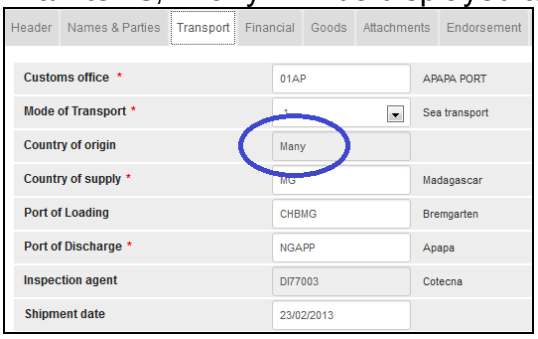
3.1.4 Click on **Transport** tab to capture the **Mode of Transport** details. Complete all the data entries.



a. Select Customs Office
b. Select mode of transport
   Note: Mode of transport will be limited to office code selected.
c. Country of Origin will be displayed upon capturing of Good/s details.
   Note: When there are two or more different countries used in all items, “Many” will be displayed as Country of origin.



d. Select Country of Supply
e. Select Port of Loading
f. Select Port of Discharge
   Note: For e and f, entering the first digit of the country’s port of loading/discharge will display the applicable list of port. Use the scrollbar to move up and down the list of ports.
g. Inspection Agent will be displayed automatically based on selected Customs Office.
h. Enter Shipment Date

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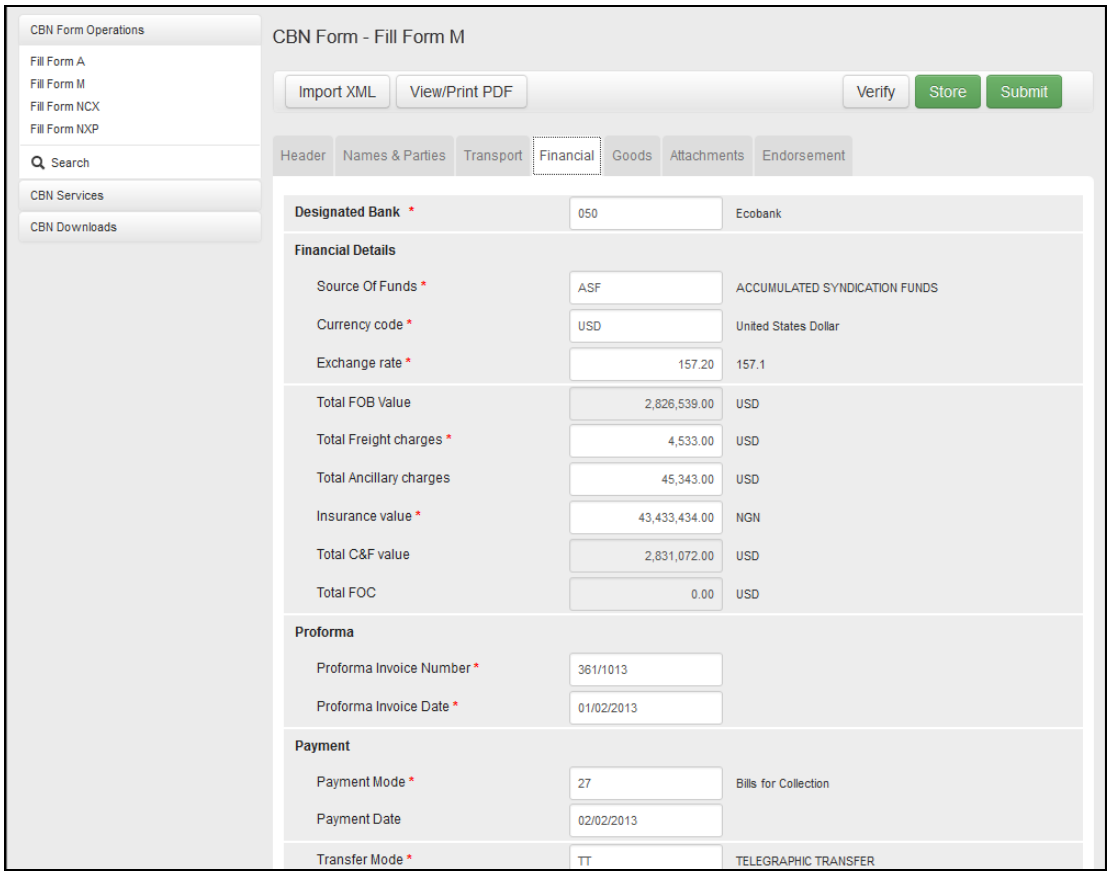
3.1.5 Click on **Financial** tab to capture the **Bank and Financial** details. Complete all the data entries.



a. Select designated Bank
b. Select Source of Funds
c. Select Currency Code
d. Total FOB Value will be automatically calculated and displayed.
   Total FOB Value = SUM(ITEM FOB Value) + Total Ancillary charges
e. Enter Exchange Rate
   Note: Exchange Rate should not be less than 10% or more than 10% of CBN Rate
f. Enter Total Freight Charges
g. Enter Total Ancillary Charges
h. Enter Insurance Value
   Insurance value should be 110% or more than FOB in Naira
i. Total C & F Value will be automatically calculated and displayed.
   Total C & F Value = Total FOB Value + Total Freight charges

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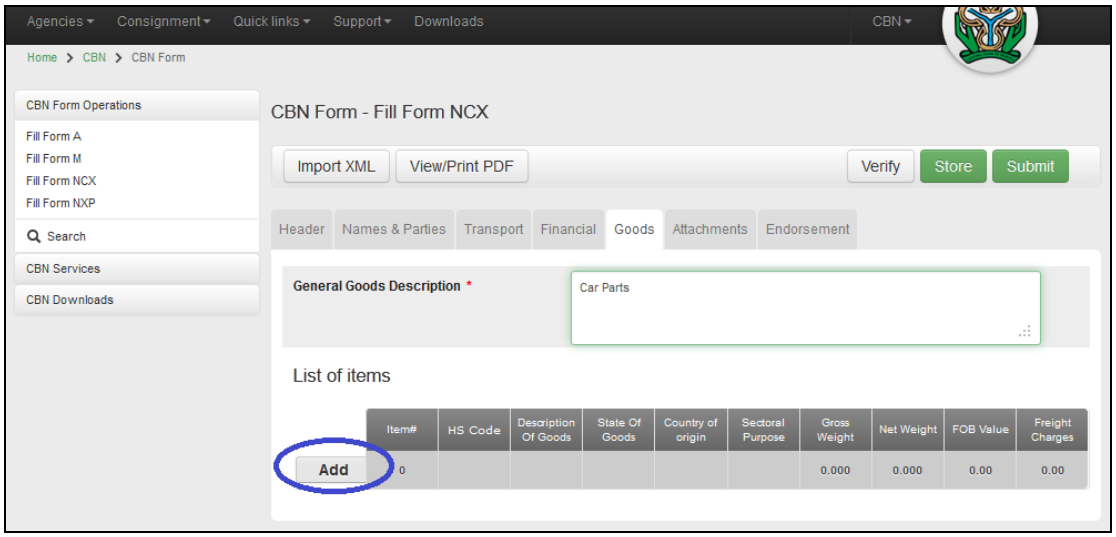
j. Total FOC will be automatically calculated and displayed *Total FOC = Summation of FOB Value for Free of Charge Item(s)*
k. Enter Proforma Invoice number
l. Enter Proforma Invoice Date
Note: Accepted Proforma invoice Date must be less than 90 days.
m. Select Payment Mode
n. Enter Payment Date
o. Select Transfer mode
p. Select Terms of Delivery

3.1.6 Click on **Goods** tab to add the item/s details. Enter the general goods description and add item details by clicking on **Add** button.



3.1.7 Item description page will be displayed. Complete the data entries.

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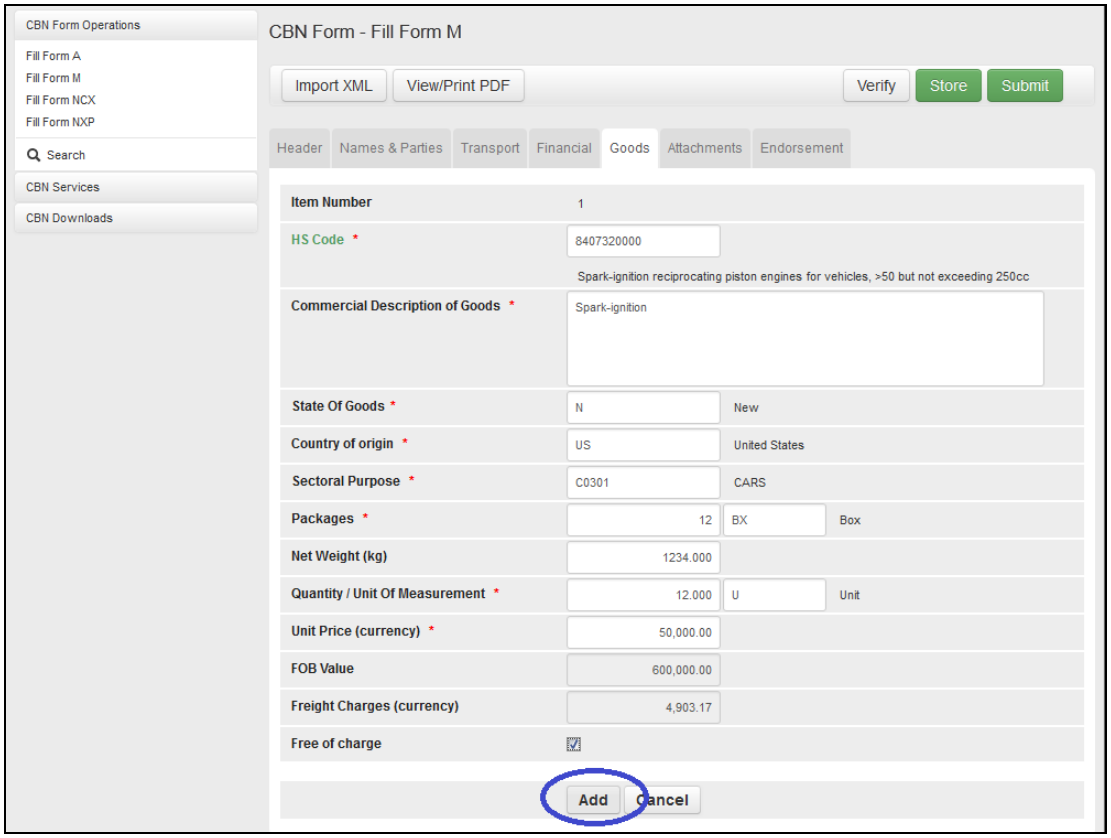

a. Enter HS code
   Note that when entering the HS code, the system will display the list codes which contain the same value. Use the scrollbar to move up and down the list of codes.
b. Enter Commercial Description of Goods
c. Select State of Goods
d. Enter Country of Origin
e. Select Sectoral Purpose
f. Enter Number Packages
g. Select type of Packages
h. Enter Net Weight
i. Enter Quantity
j. Select Unit of Measurement
k. Enter Unit Price
l. FOB Value will be automatically calculated and displayed.
   *FOB Value = Quantity * Unit Price*
m. Freight Charges (Currency) will be automatically calculated and displayed.
   *Freight Charges = (Item FOB/(Total FOB-Total Ancillary Charges)) * Total Freight charges*
n. Tick Free of Charge tick box if necessary
o. Click on **Add** button to add the item details
p. To add another item, repeat steps 3.1.6 to 3.1.7.

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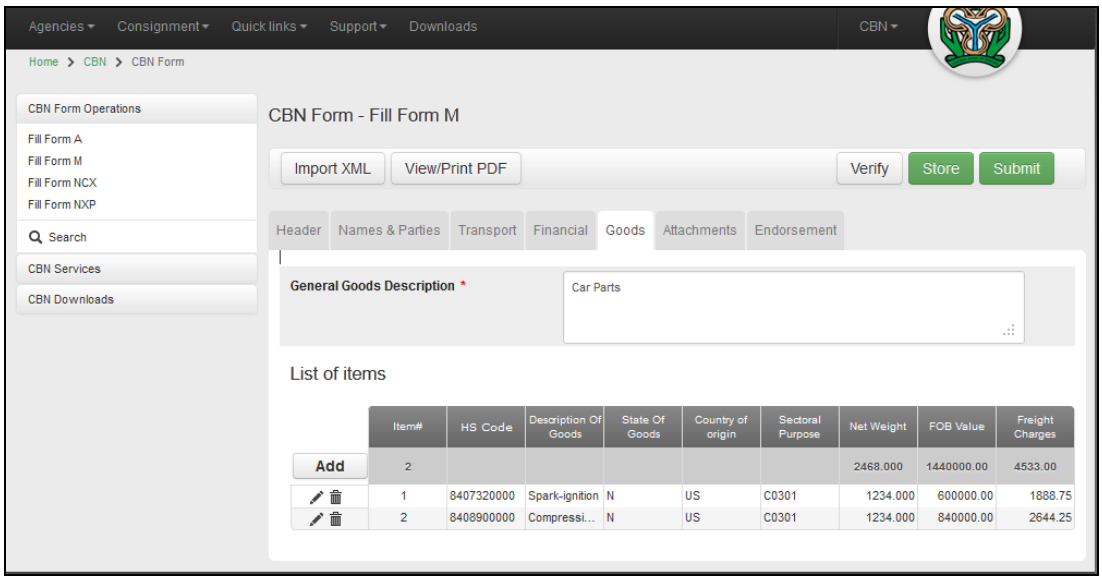
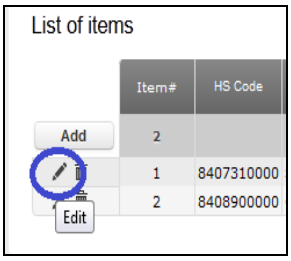
3.1.8 List of items will be displayed.

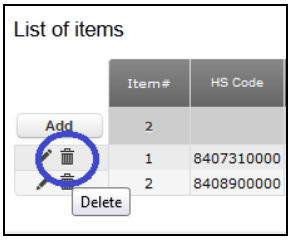


Note:

a. Click on **Edit** icon to edit item's details.



b. Click on **Delete** icon to delete the item.



c. Once **Good** details have been added, Total FOB value, Total C&F value and Total FOC fields will be automatically calculated and displayed on Financial Page.

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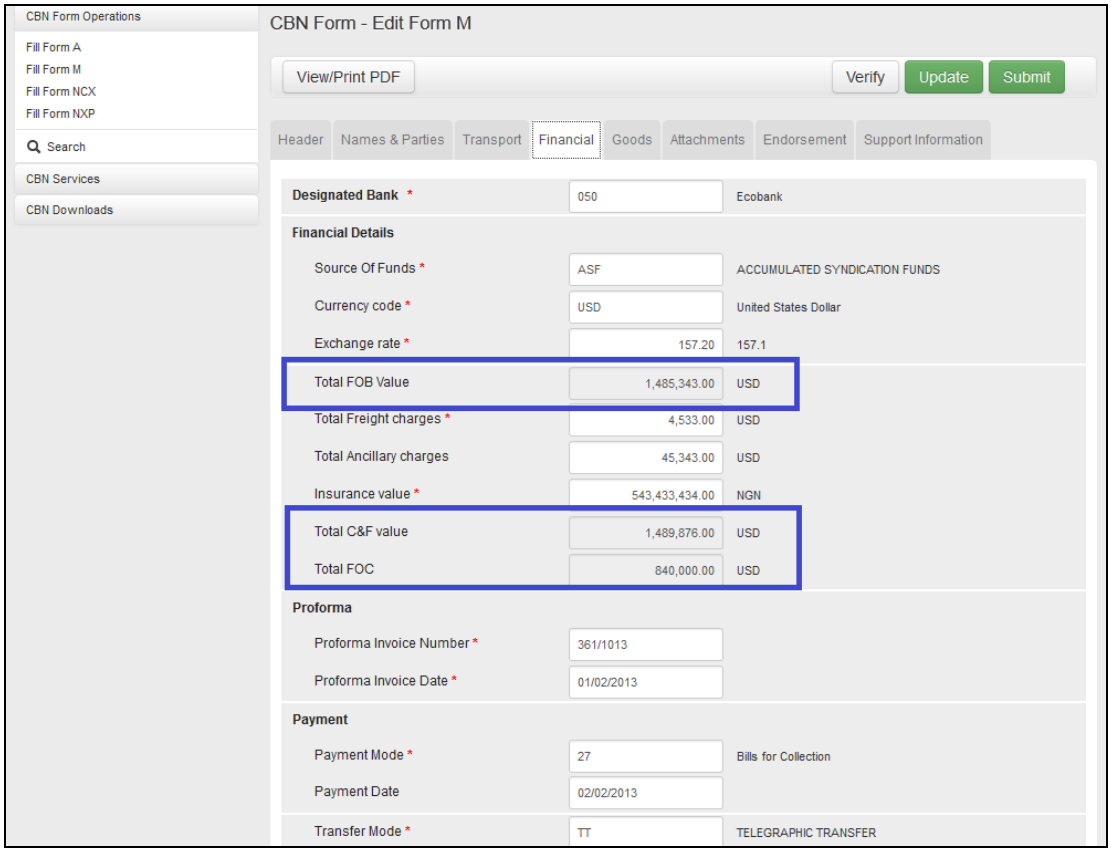
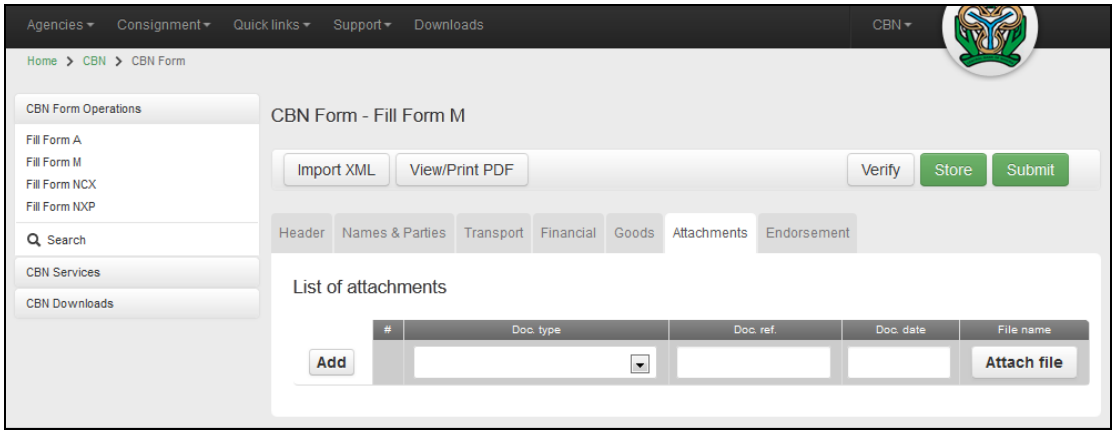


3.1.9 Click on **Attachment** tab to attached required document.



a. Select document type
b. Enter the Document Reference
c. Enter the Document Date
d. Click on **Attach File** Button

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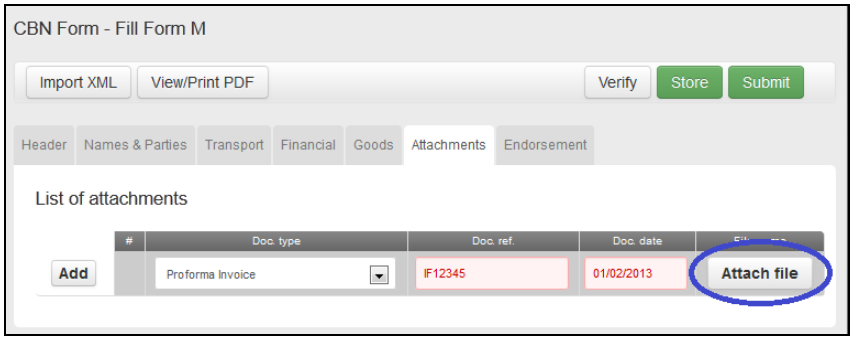
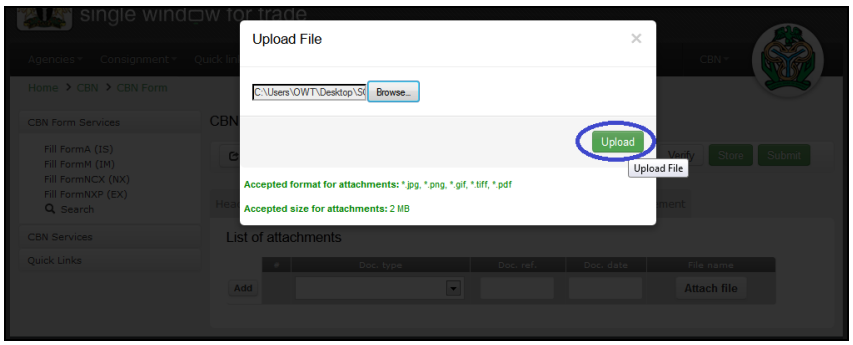
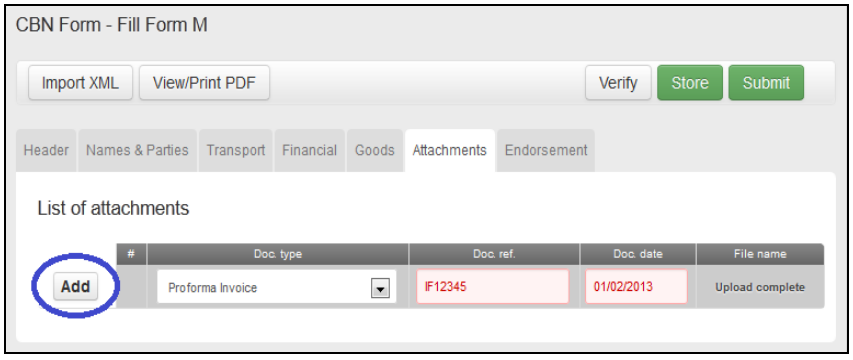


e. Upload page will be displayed, click on **Browse** button to select the document then click on **Upload** button to upload the document. Allowed document format and size are displayed on Upload file window.



f. Click on **Add** button to add the document.



g. To attach an additional document, repeat steps a to f.

h. List of attached document/s will be displayed.

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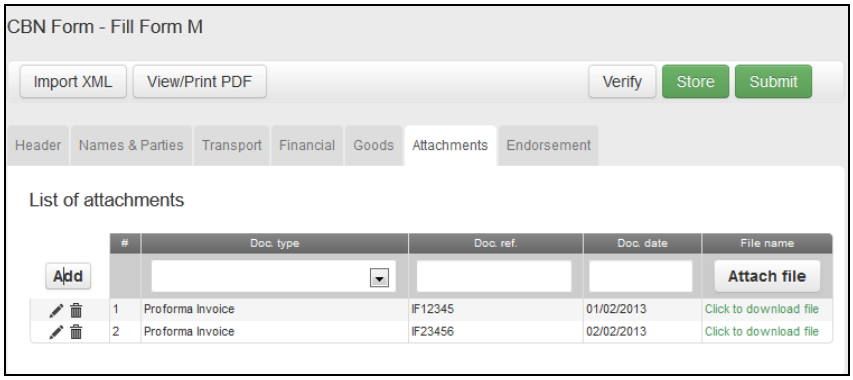
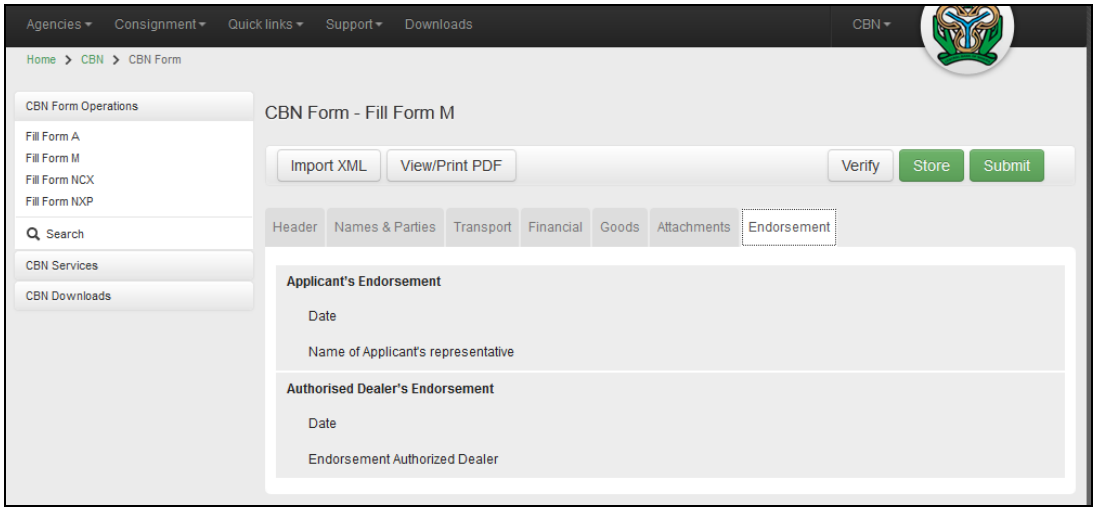


3.1.10 On **Endorsement** tab details, **Applicants** and **Authorized** Dealer Endorsement information will be displayed. It will be automatically updated by the system after Form M submission and validation processes.



3.1.11 After having completed the all data entries of CBN Form and attached the necessary document/s, user can perform the following by clicking on its respective button:

a. **Verify** – This is to verify the information used.
b. **Store** – This is to store the newly created CBN Form on your computer.
c. **Submit** – This is to submit the newly created CBN Form to process the application.

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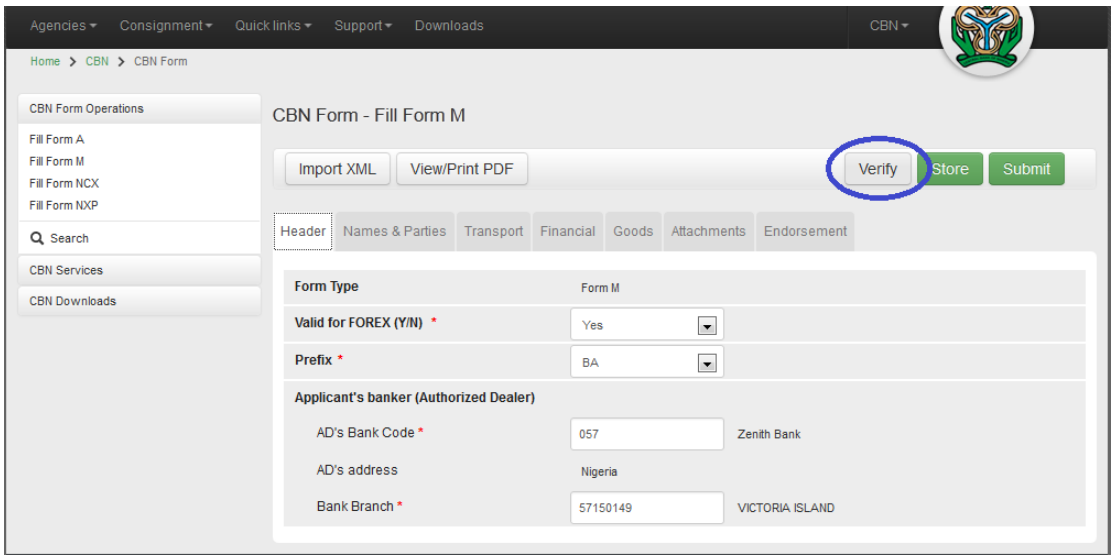
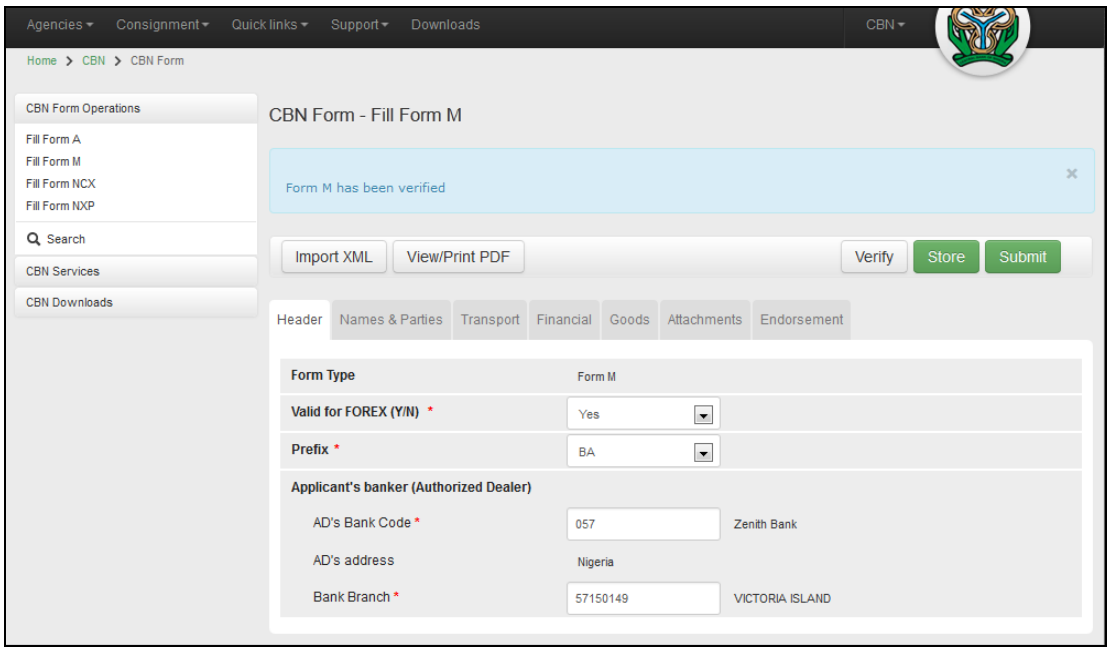
3.2 Verify

3.2.1 Click on **Verify** button to verify the information used.



3.2.2 Message notification that "***Form M has been verified***." will be displayed if information used is correct.



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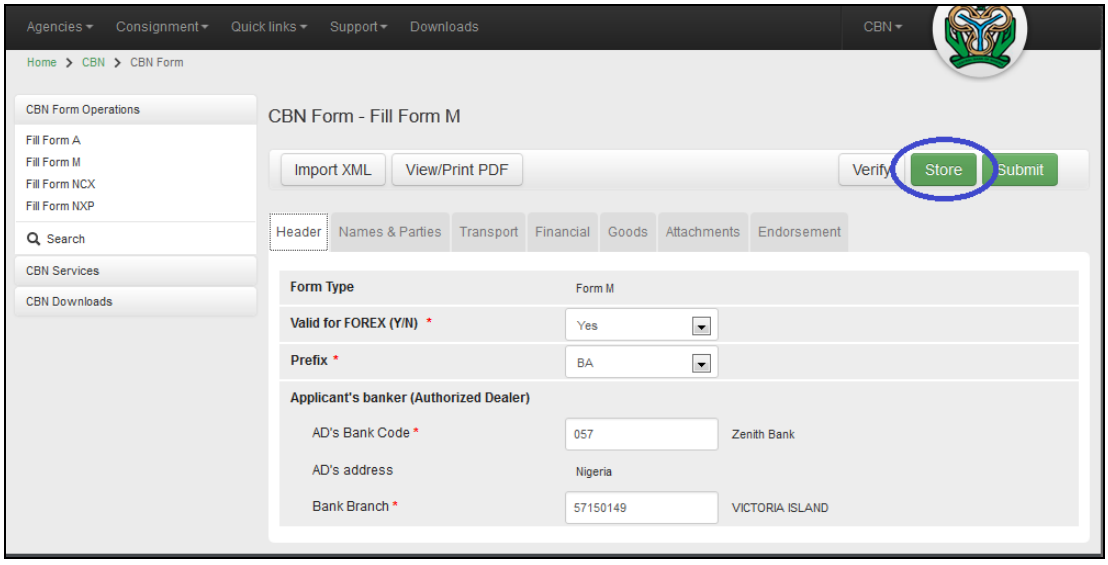
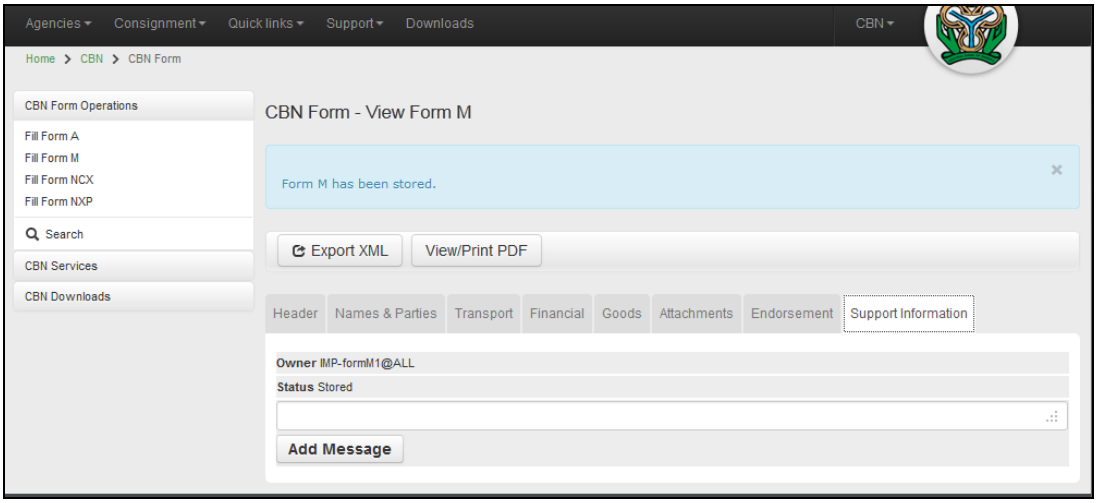
3.3 Store

3.3.1 To store the record in the system, click on **Store** button.



Note: Store operation will store the Form in the application and will not be visible to other user. Information of stored CBN form can be updated.

3.3.2 Message notification that "***Form M has been stored.***" will be displayed and **Support Information** window will be updated.



Note: Form M will be displayed in view mode after **Store** operation is performed.

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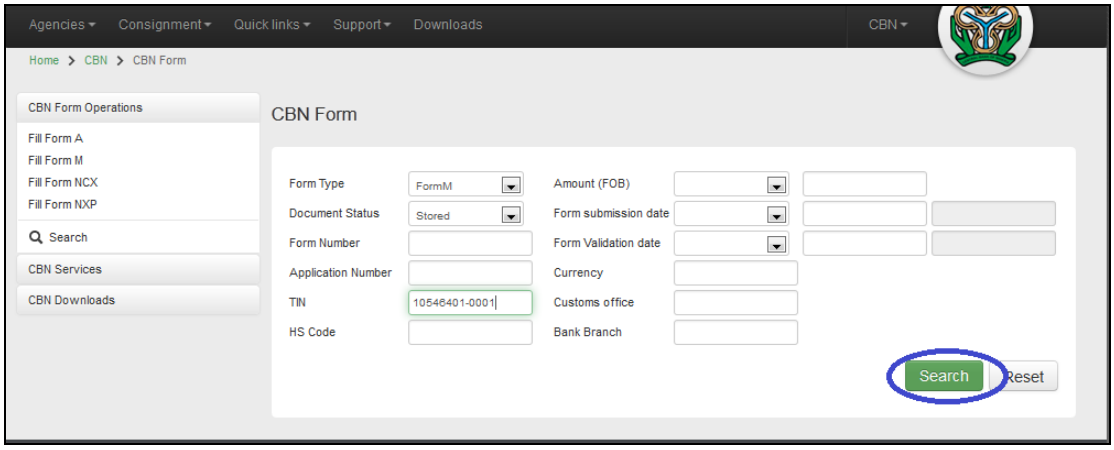
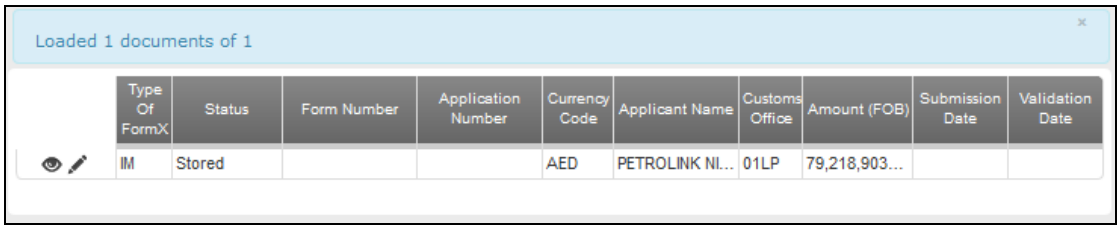
3.4 Search

3.4.1 On CBN Form search page, define search parameter values and click on **Search** button.



Note: To display all CBN Form records with different type and status, click on **Search** button without defining any search parameter values.

3.4.2 Record that matches the search parameter will be displayed.



Note:

a. Click on **View** icon to open the CBN Form M Information in the current window.

b. Right click on **View** icon and select other options to open the CBN Form.

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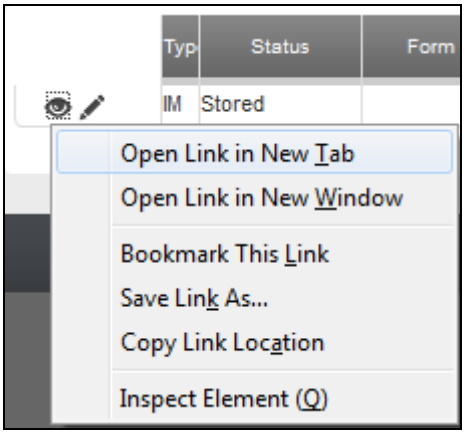
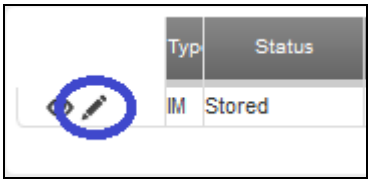


c. Click on **Edit** icon to modify the contents of CBN Form M.

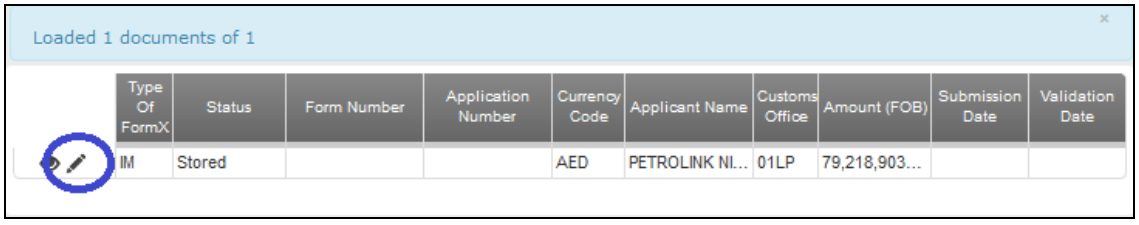


General Remarks:

1. Users can only search, view and edit their own generated CBN form.
2. Users can view different status of their submitted CBN Forms.

3.5 Update

3.5.1 From search result page, select the Form M record then click on **Edit** icon to edit Form M details.



3.5.2 Form M details will be displayed. Modify the contents of Form M and/or attach necessary document/s then click on **Update** button to store/save the changes made in Form M information.

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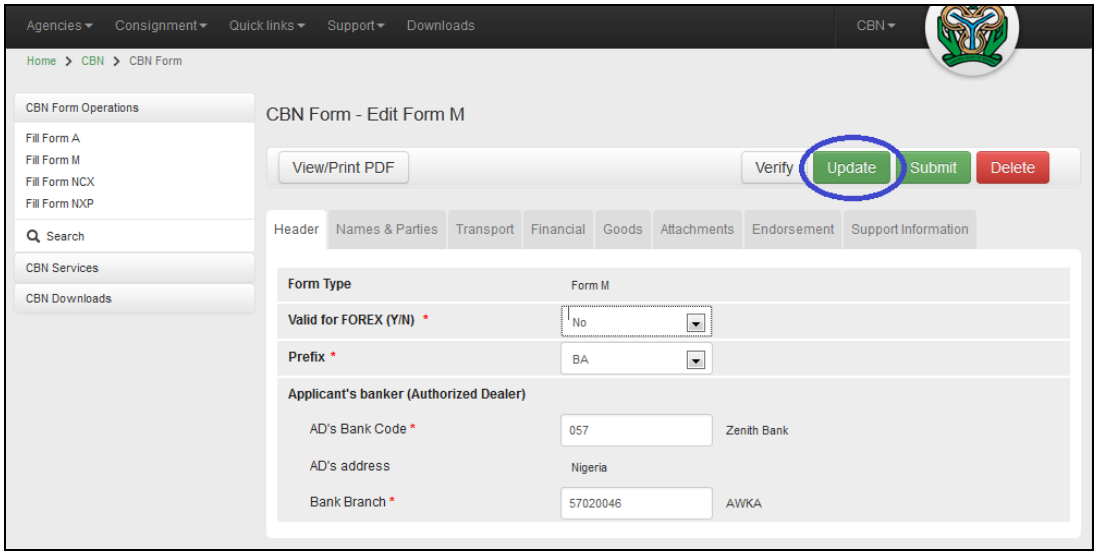
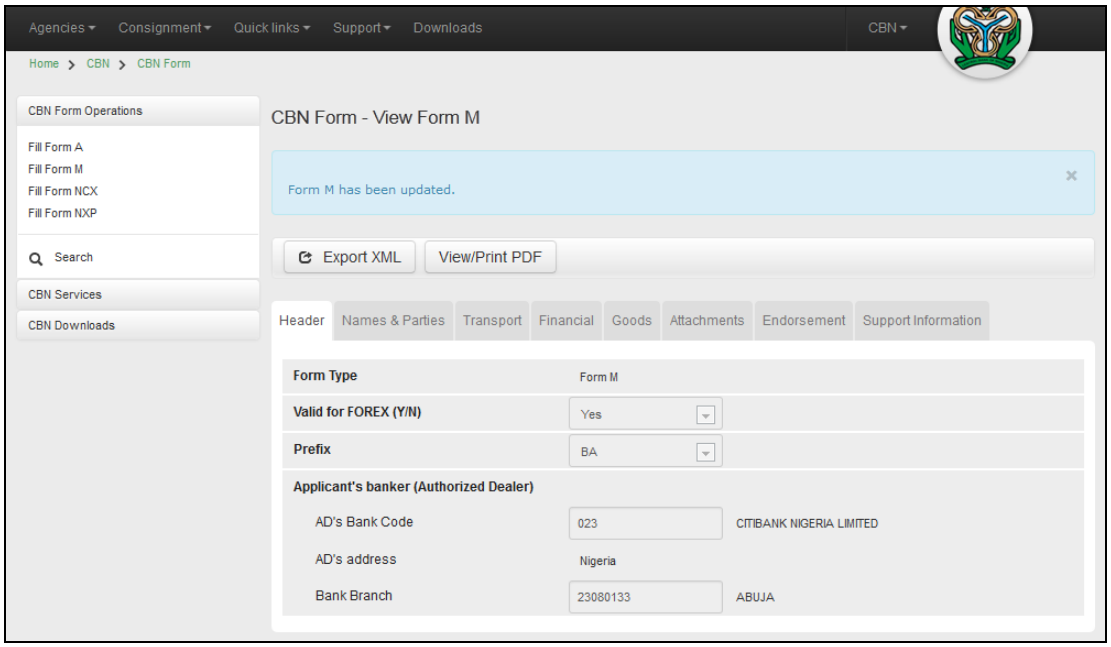


3.5.3 Message notification that "***Form M has been updated.***" will be displayed.



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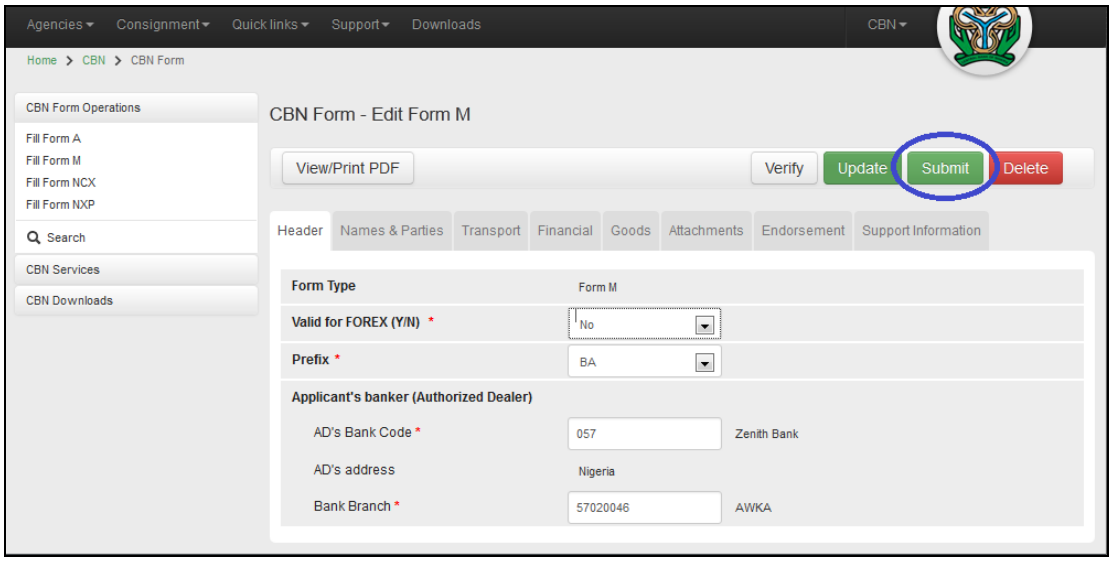
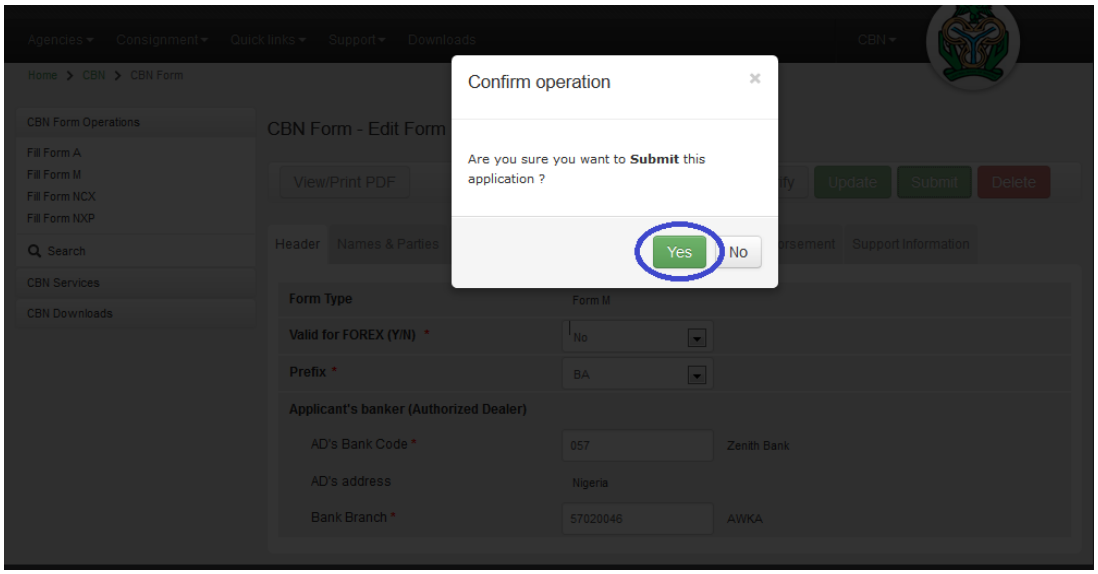
3.6 Submit

3.6.1 The user has the option to immediately submit the newly created Form M by clicking on **Submit** Button.



3.6.2 Confirmation message will be displayed. Click on **Yes** button to submit the Form M.



3.6.3 Message notification that "***Form M has been submitted.***" will be displayed. Application Number will be generated and displayed.

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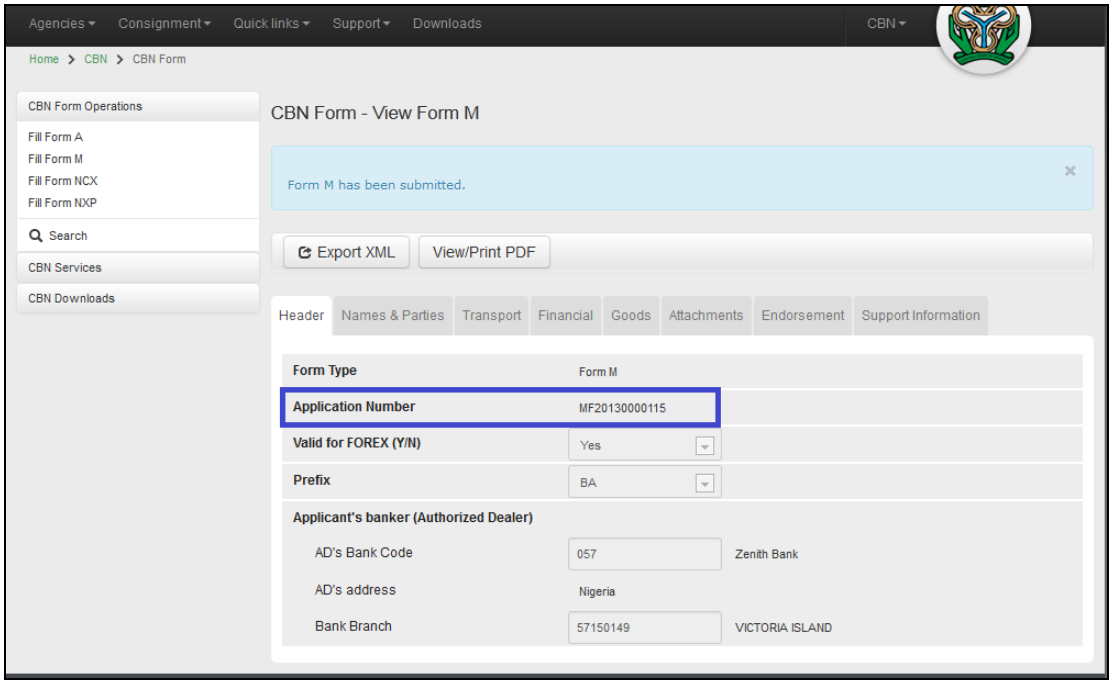

Note:

a. Application Number - This is automatically generated after Importer has submitted the CBN Form and will be rotated every year (i.e. start from 1 for every year). It has the following format: [ZZ][YYYY][XXXXXXX]:
   ZZ - *(MF,AA,EX,NX)*
   Form M: MF, Form A: AA, Form NXP: EX, NCX: NX
   YYYY - *Current Year*
   XXXXXXX - *Current Sequential no.*

   e.g. Form M: MF20130000105

b. Support Information tab will display historized details of Form M operations information. This feature applies to all CBN Forms.

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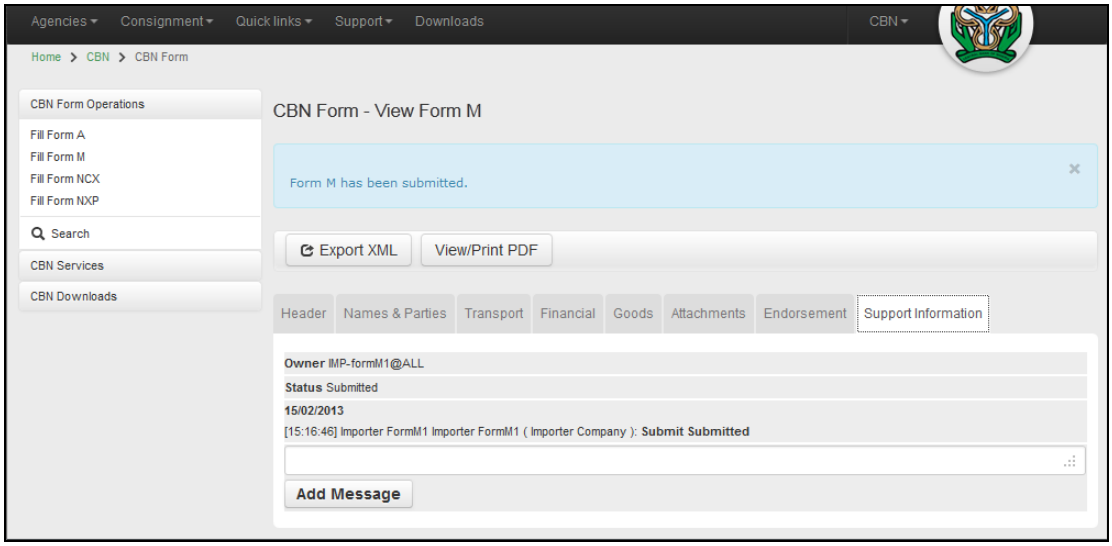
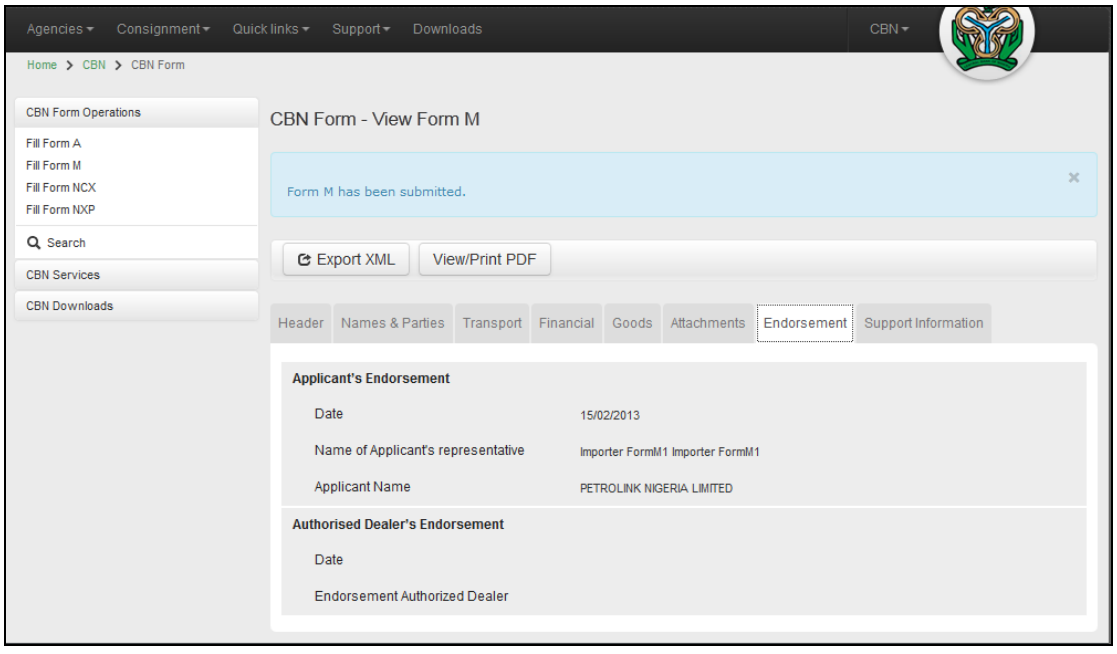
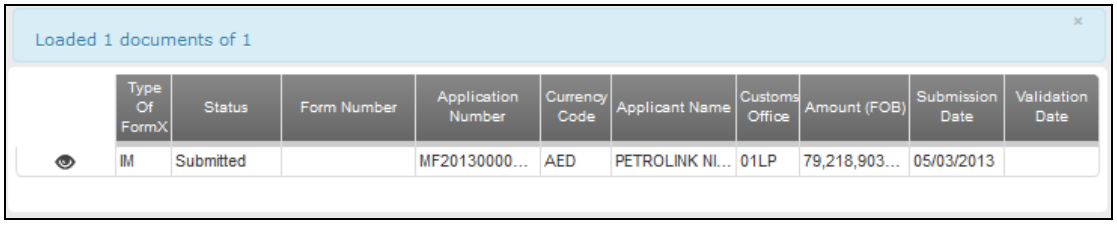


c. After **Submit** operation, Applicants details will be updated on Endorsement page as shown below:



d. Form M status will be changed from **Stored** to **Submitted**.



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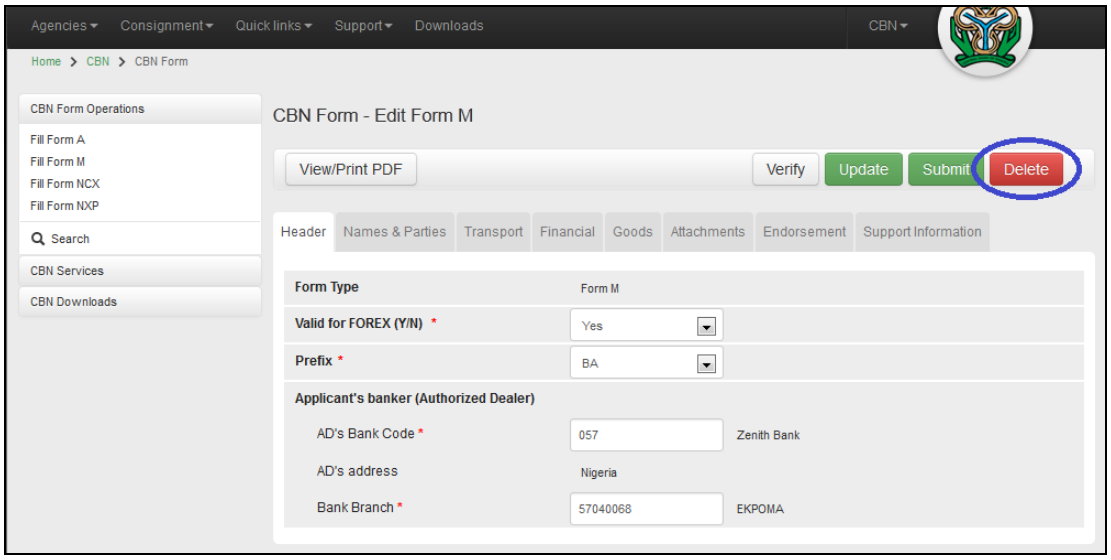
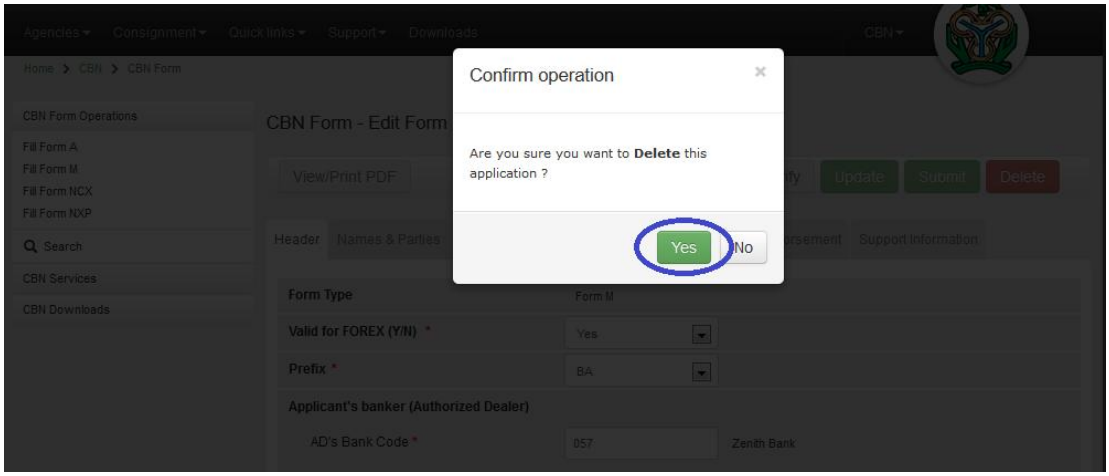
3.7 Deleting Stored CBN Form

3.7.1 To delete stored CBN Form M from your computer, open the form then click on **Delete** button.



3.7.2 Confirmation message will be displayed. Click on **Yes** button to delete the stored Form M.



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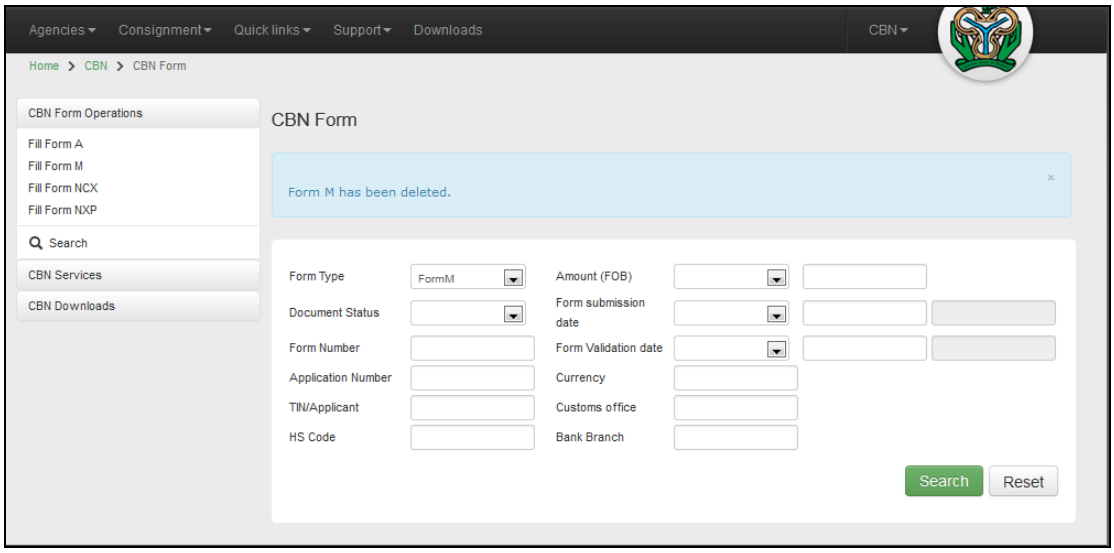
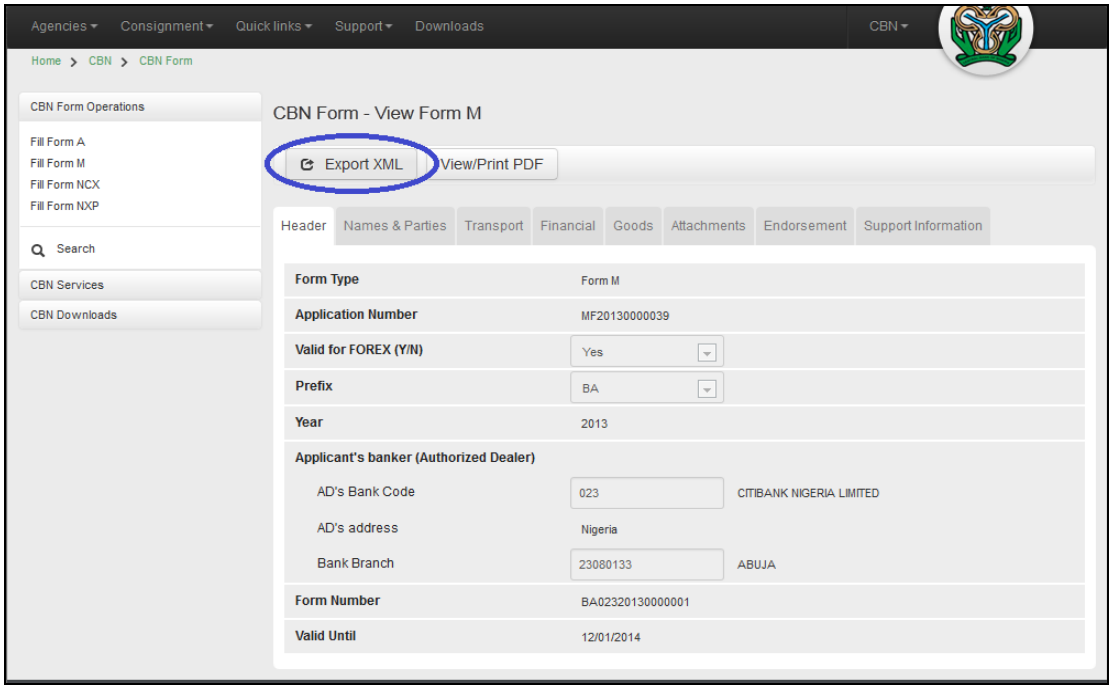
3.7.3 Message notification that "***Form M has been deleted.***" will be displayed and CBN Search page appears.



3.8 Export XML

3.8.1 To export Form M details into XML file, open the Form M record then click on **Export XML** button at menu bar.



3.8.2 XML report dialogue box is displayed. Either tick on option **Open with** or **Save File** then click on **OK** button to download the report.

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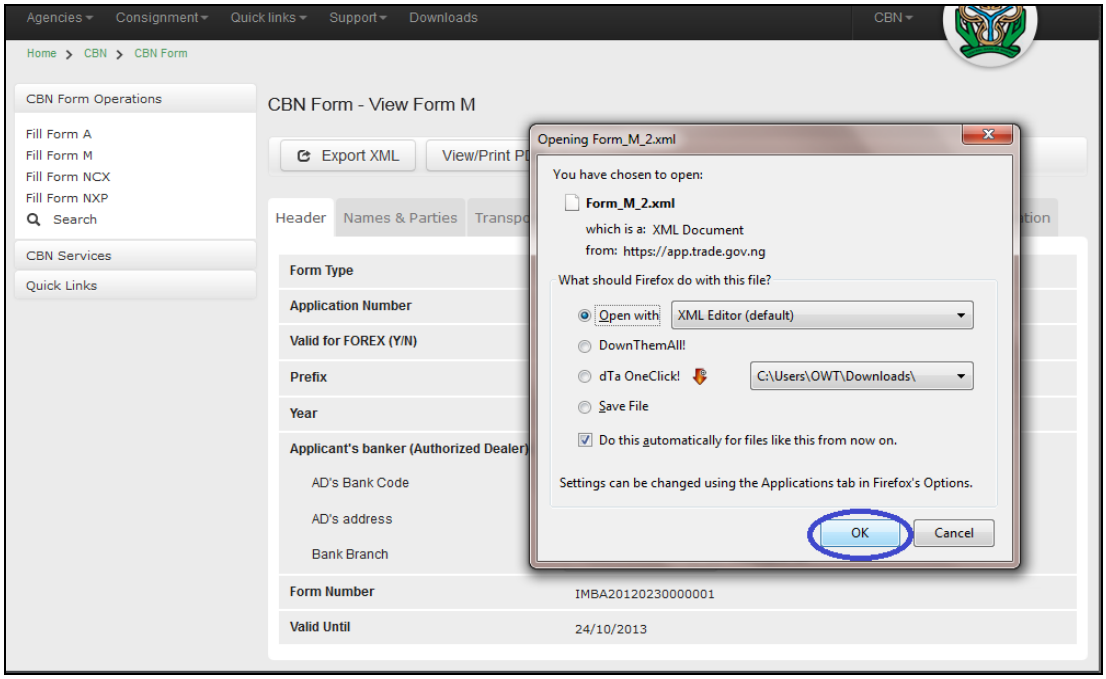
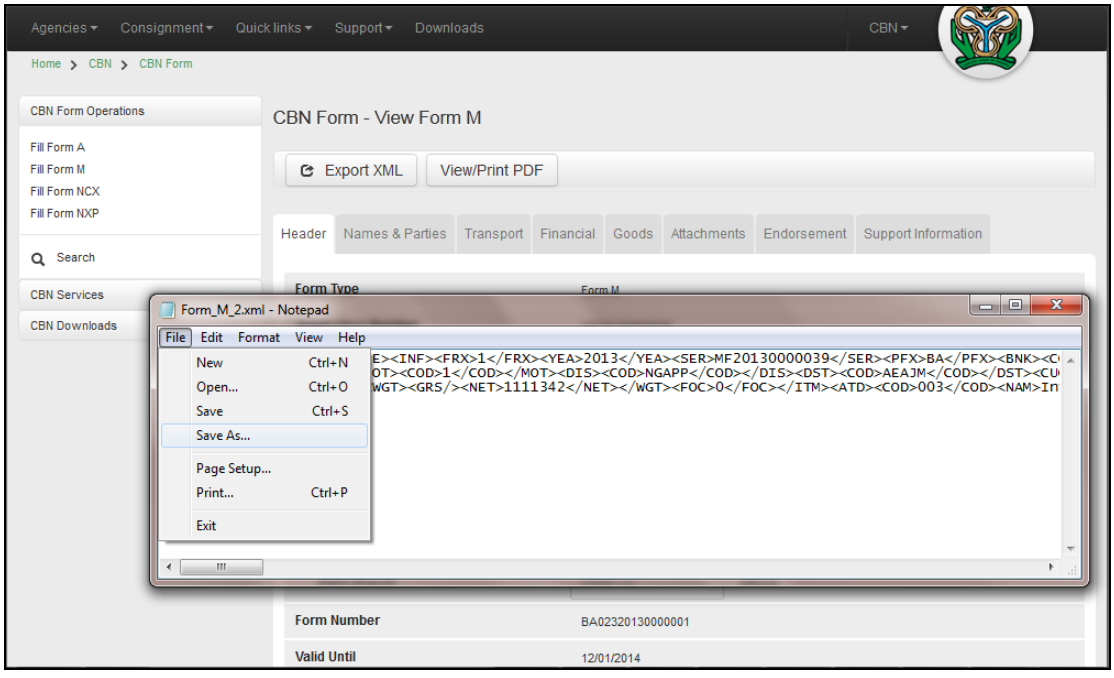


3.8.3 Generated XML file will be displayed. Click on **File** menu then select **Save as** option from dropdown menu to save the file on your computer.



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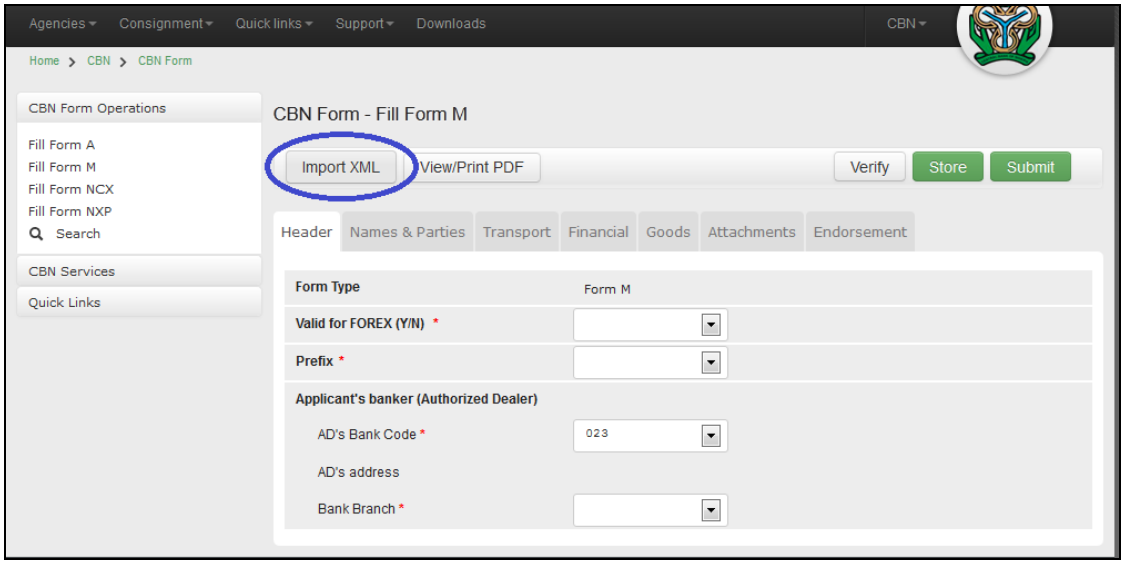
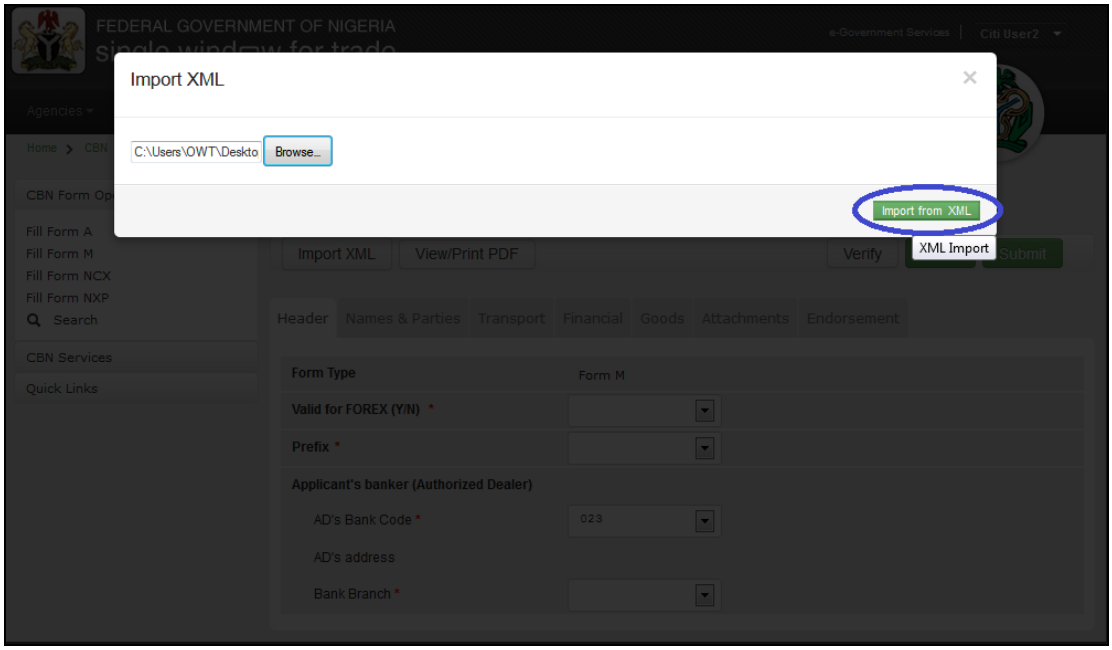
3.9 Import XML

3.9.1 To import XML file into Form M blank form, click on **Import XML** button at menu bar.



3.9.2 Import XML window will be displayed. Click on **Browse** button to select the XML file then click on **XML import** button.



3.9.3 Details of Header, Name and Parties, Transport, Financial and Goods are imported into the Form M. For attachment,

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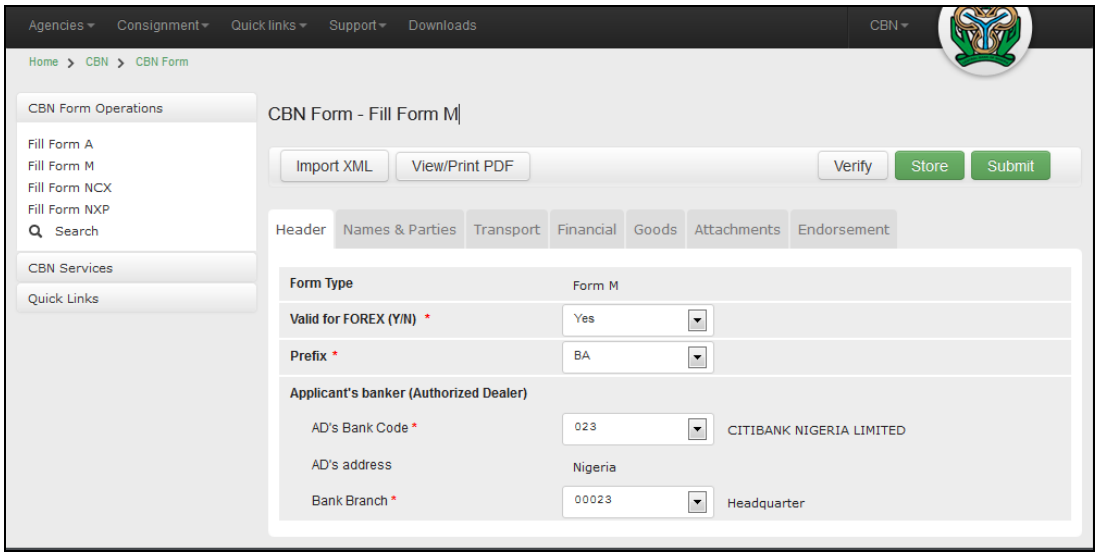
users need to manually upload document/s into the system. Start modifying the Form M details.



Note: For large number of items to be imported into CBN Form M blank form, User should use WFN-GDL-00023-01 v1.1 EformM Excel Template to convert Excel file into XML file. (Please refer to WFN-GDL-00023 Conversion of eFormM Items from Excel to XML Guidelines).

3.10 View/print PDF

3.10.1 To print Form M, click on **View/print PDF** button at menu bar.

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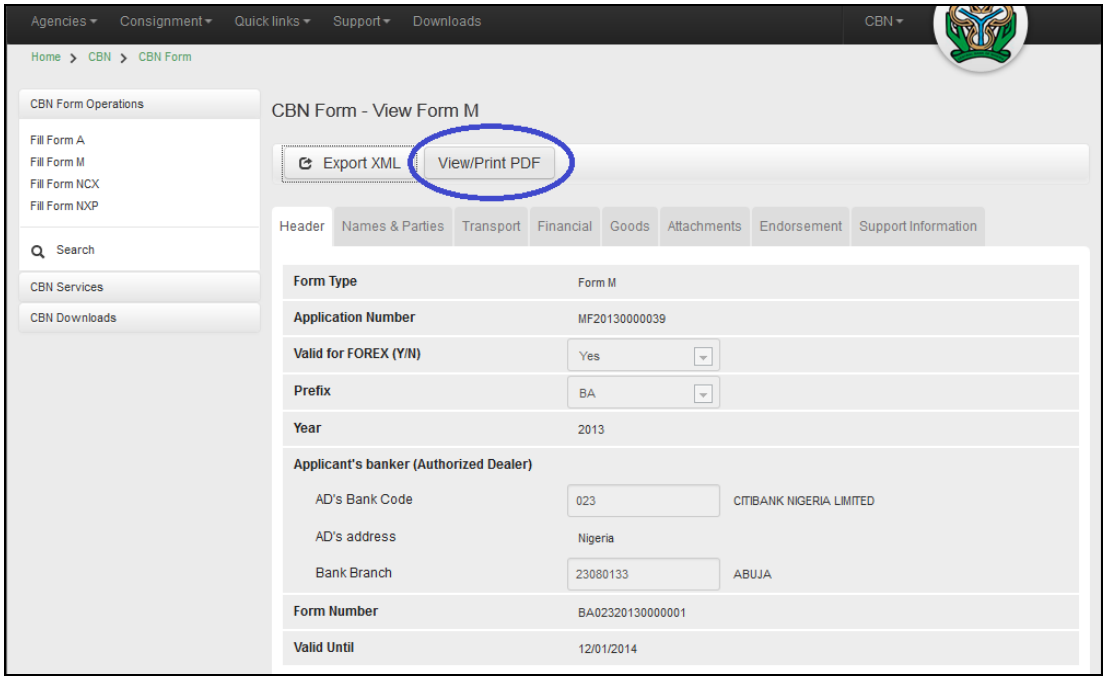
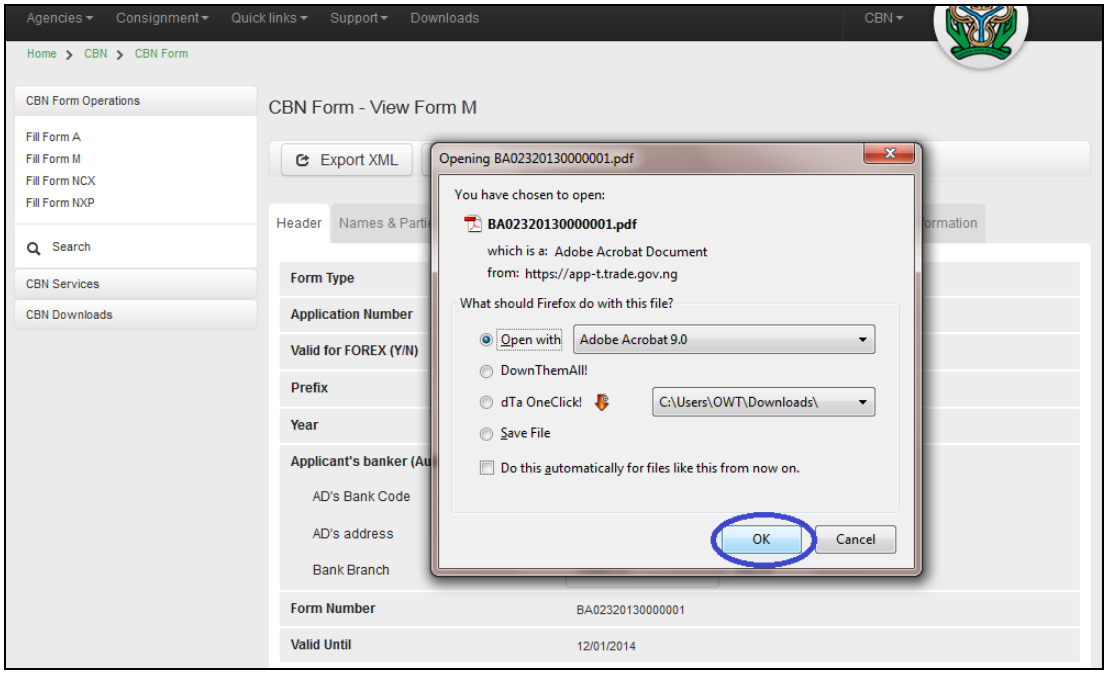


3.10.2 A PDF report dialogue box is displayed. Either tick on option **Open with** or **Save File** then click on **OK** button to download the report.



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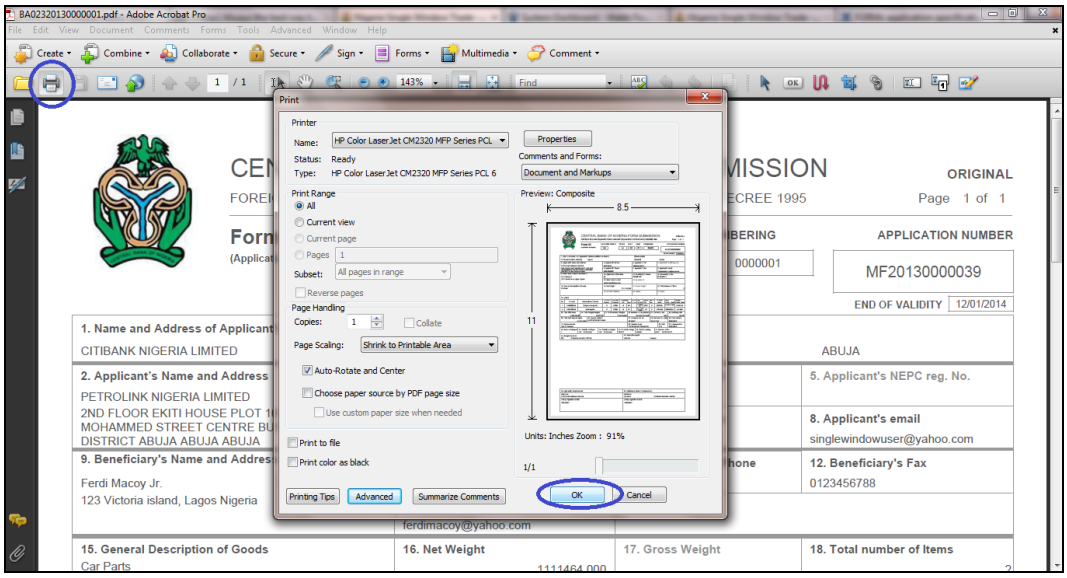
3.10.3 PDF file will be displayed. On PDF file window click on **Print** icon on toolbar to print the record.



General Remarks:

1. All CBN forms printouts are unified hence each form is identified by form type.
2. Entry labels not applicable in printed form will be in greyed out.
3. Application features are generic to all CBN forms.

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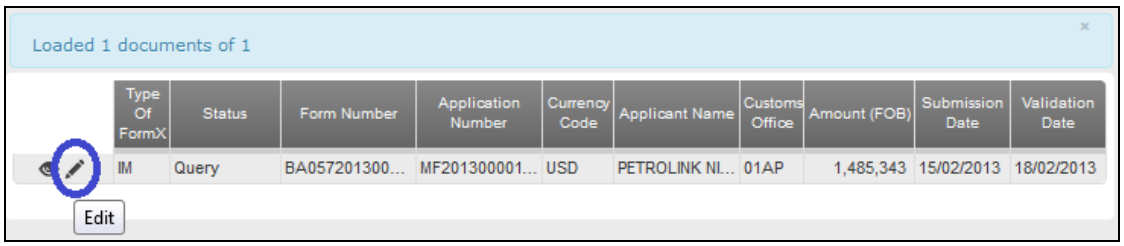
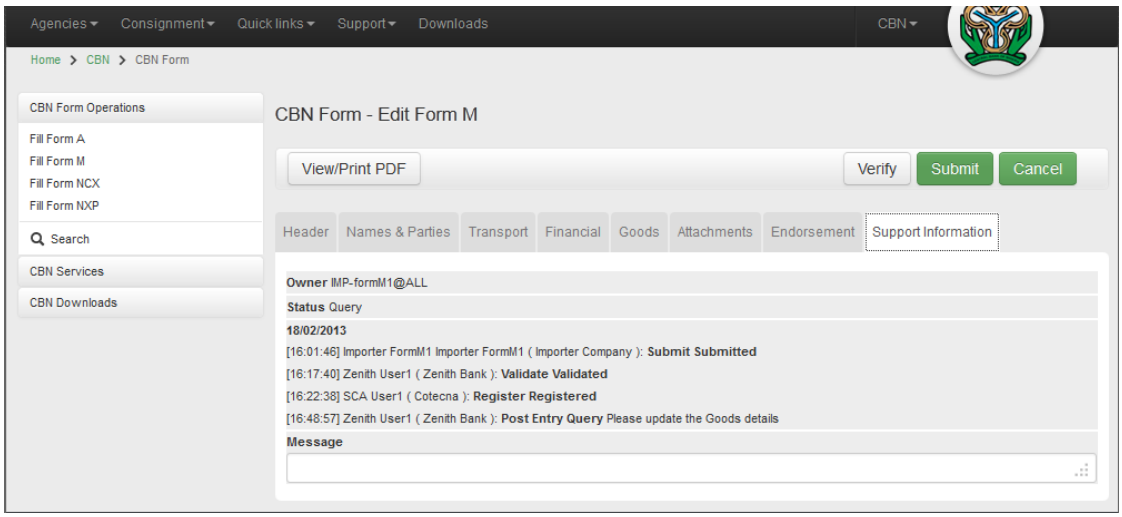
3.11 Modification of Rejected Form M

3.11.1 To modify the rejected Form M, go to Search page then select the Form M record with **Query** status. Click on **Edit** button to modify the content of Form M.



3.11.2 Form M details will be displayed. Click on **Support Information** tab to check the details of rejection.



3.11.3 Start modifying the content of Form M then click on **Submit** button to submit the changes made in Form M.

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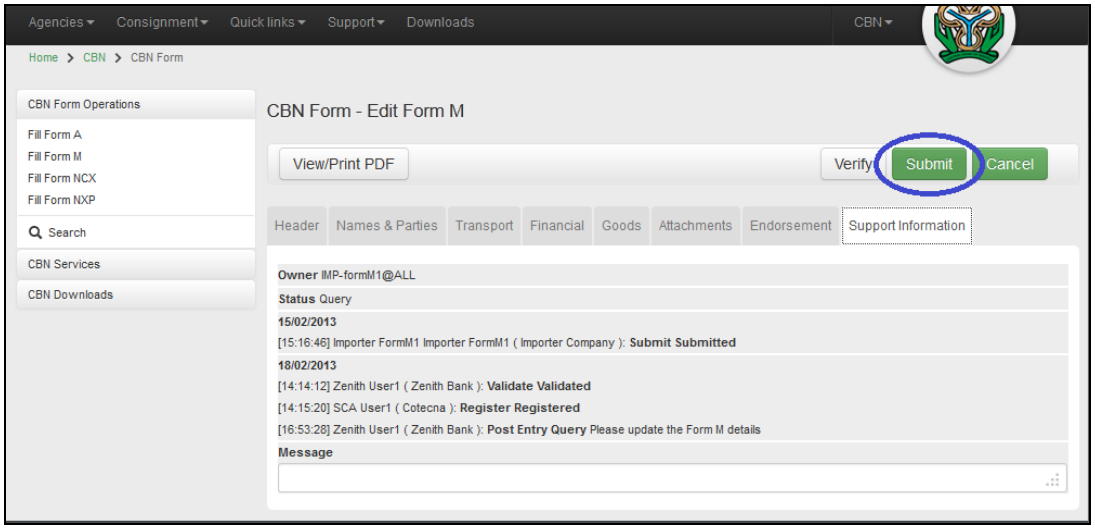
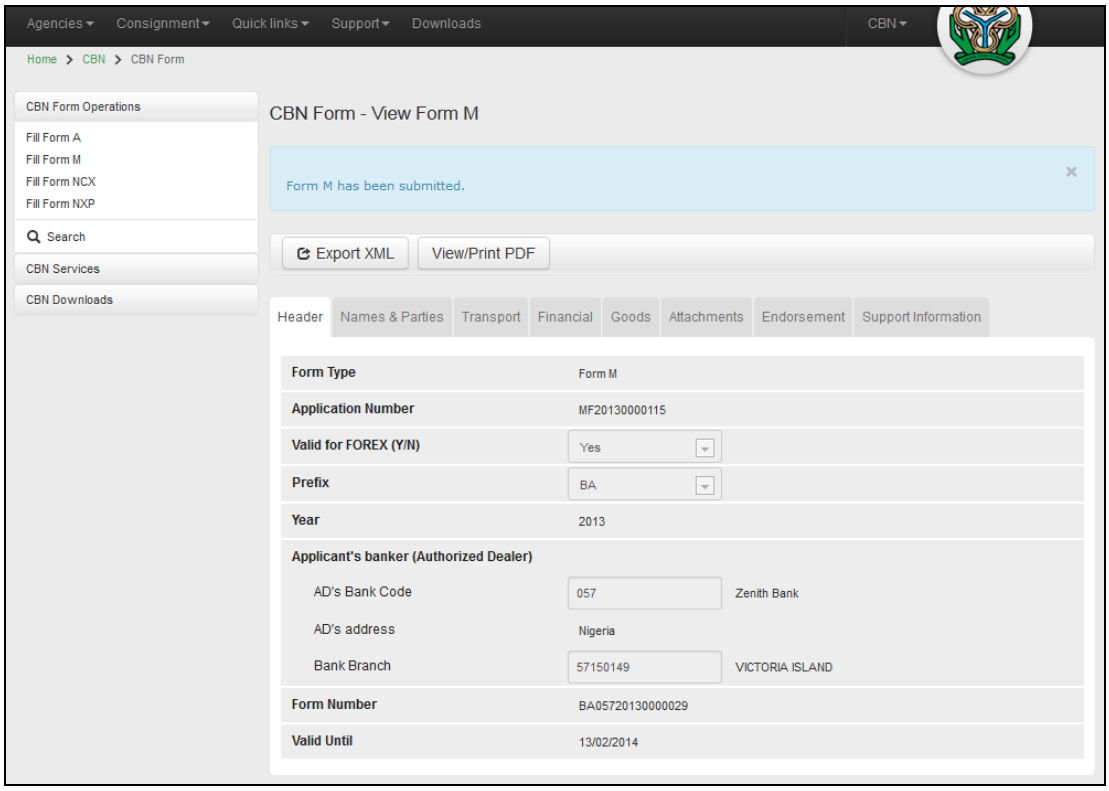


3.11.4 Message notification that "***Form M has been submitted.***" will be displayed and Support Information tab will be updated.



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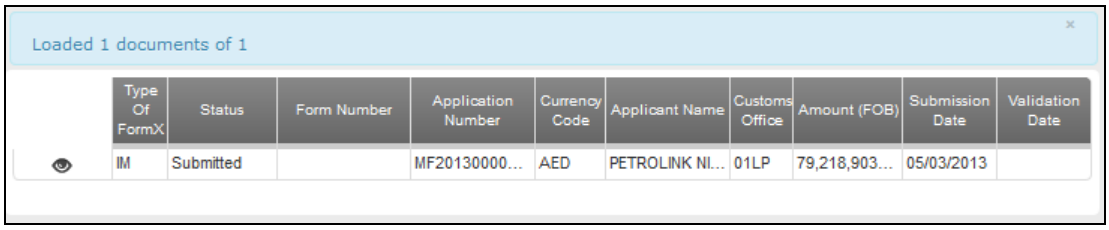
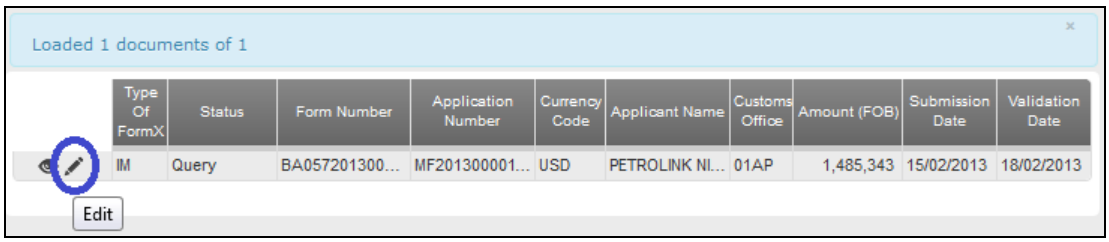
Note:
Status of Form M will be changed from "**Query**" to "**Submitted**" after modification is made.

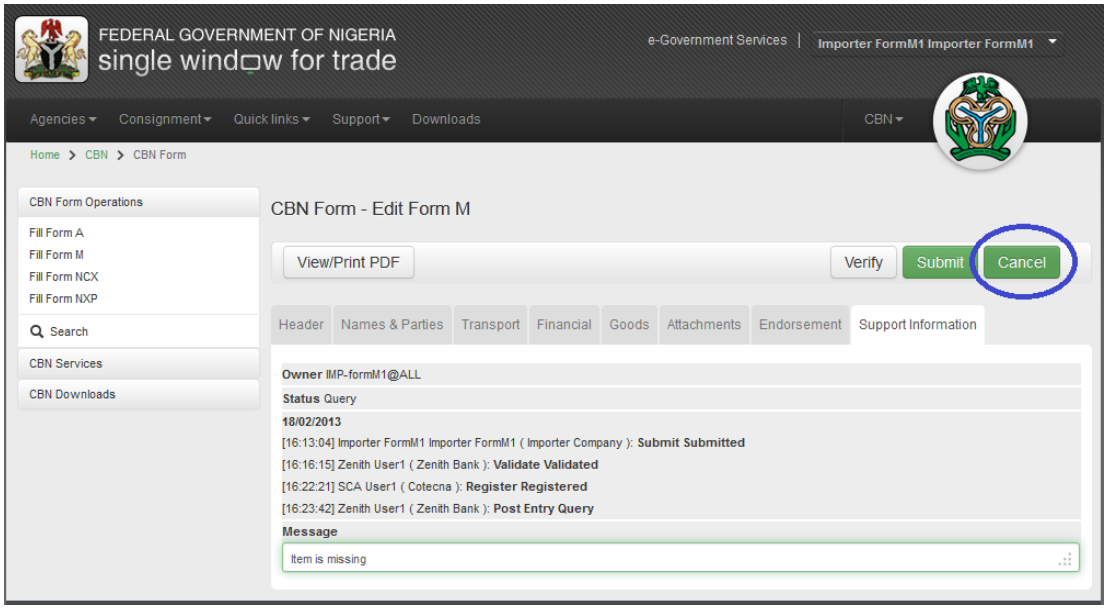


3.12 Cancellation of Form M

3.12.1 To cancel the Form M, go to Search page then select the Form M record with **Query** status. Click on **Edit** button to edit the Form M.



3.12.2 Go to Support information tab and write the motive for cancellation of Form M then click on **Cancel** button.



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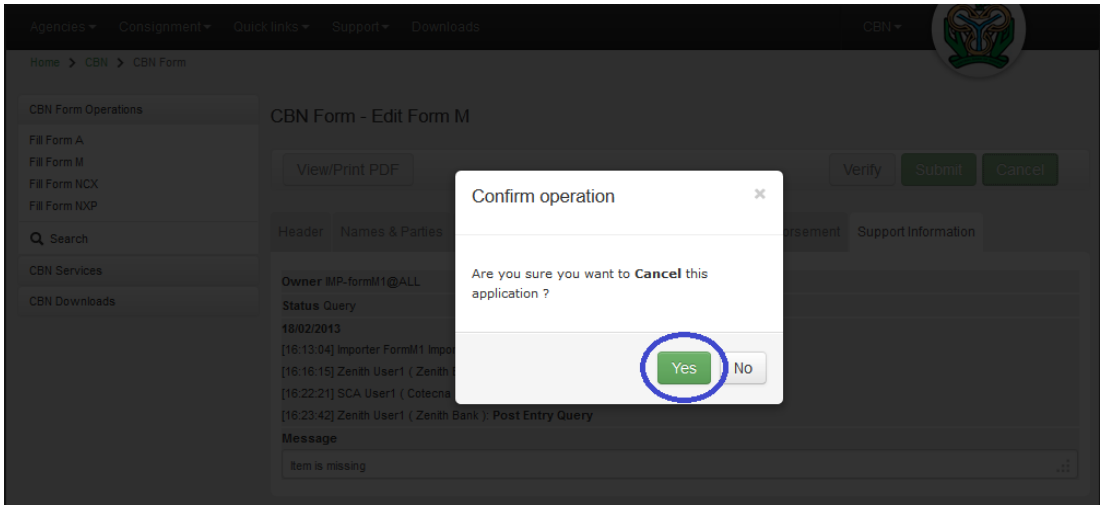
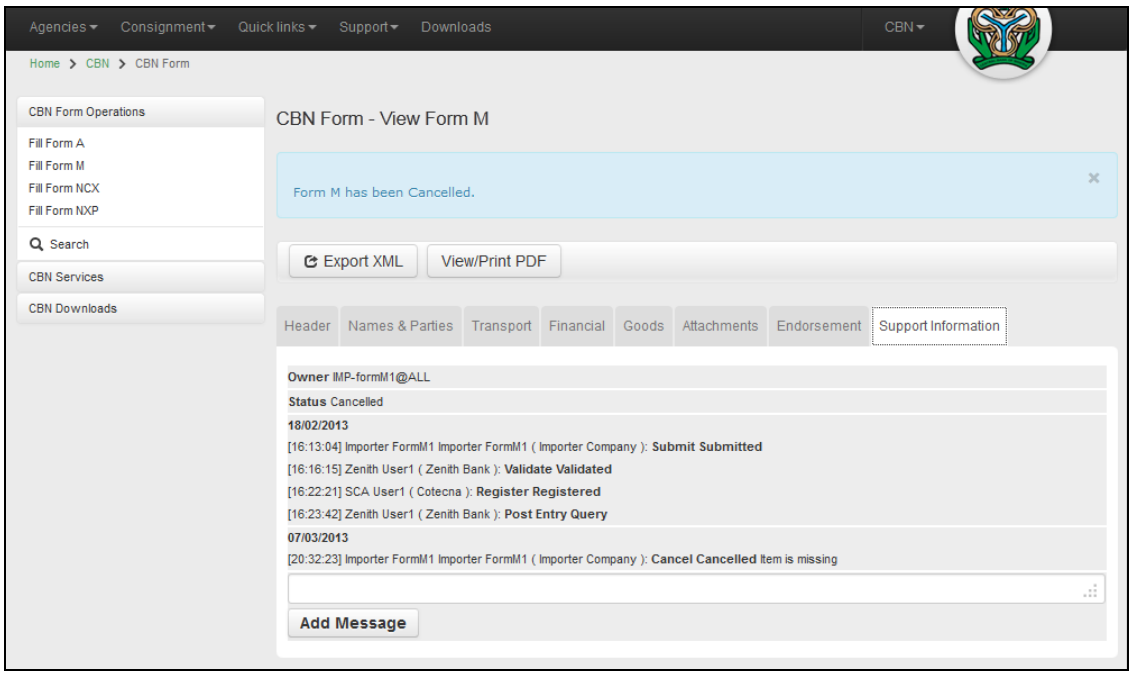
3.12.3 Confirmation message will be displayed. Click on **Yes** button to cancel the Form M.



3.12.4 Message notification that the "***Form M has been Cancelled***" will be displayed.



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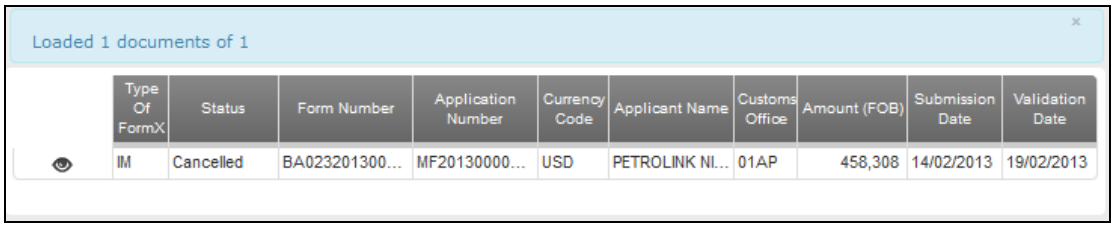
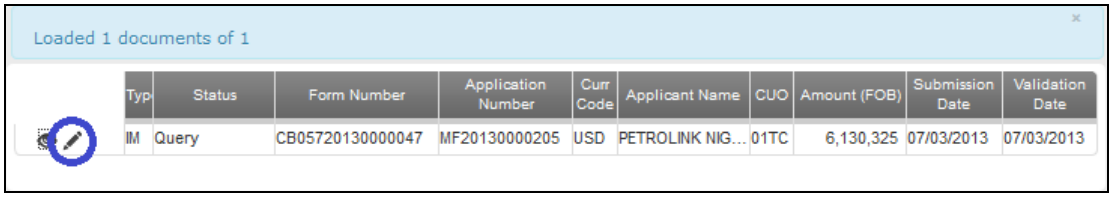
Note:
Status of Form M will be changed from "**Query**" to "**Cancelled**" after cancellation is made.



3.13 Post Entry Modification

3.13.1 From CBN Form search result page, select the Form M record then click on **Edit** icon to edit Form M details.



Note:

a. Authorised Bank must first execute the post entry operation in order for the importer to update the Form M content.
b. Registered Form M on which Post Entry has been made by authorized bank will have a "**Query**" status.
c. Post entry can only be made on registered Form M.

3.13.2 Form M details will be displayed. Start modifying the contents of Form M then click on **Submit** button to submit the changes made in Form M.

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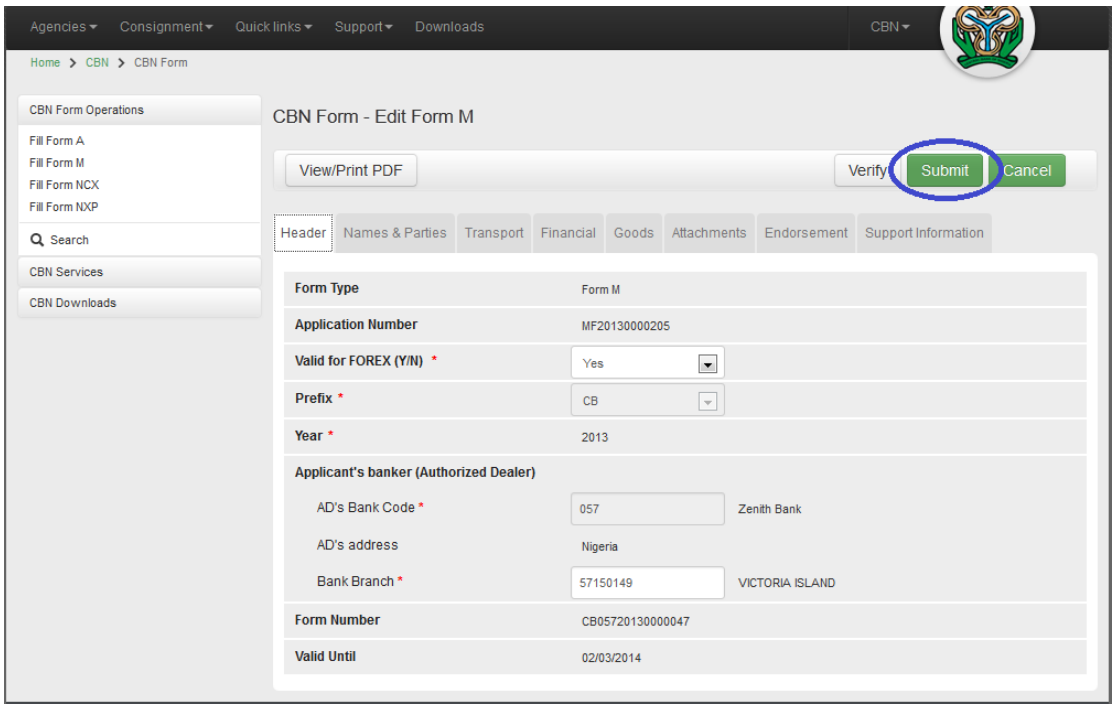
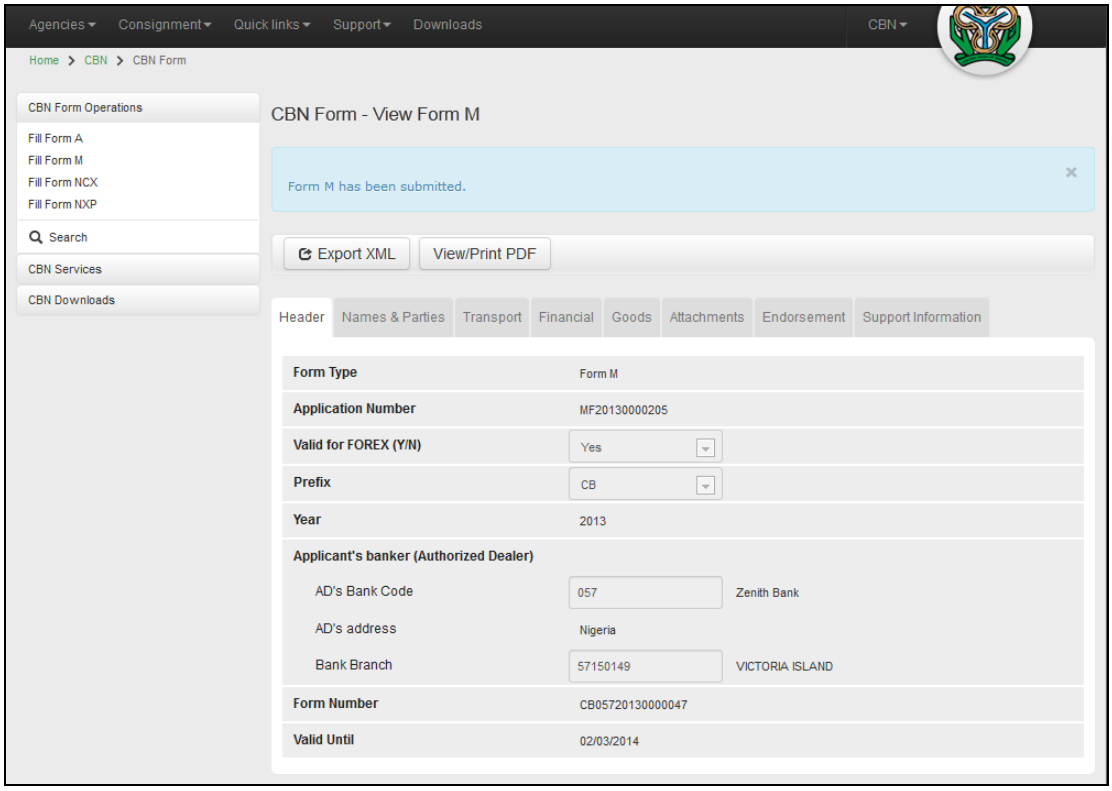


3.13.3 Message notification that "***Form M has been submitted.***" will be displayed and **Support Information** box will be updated.



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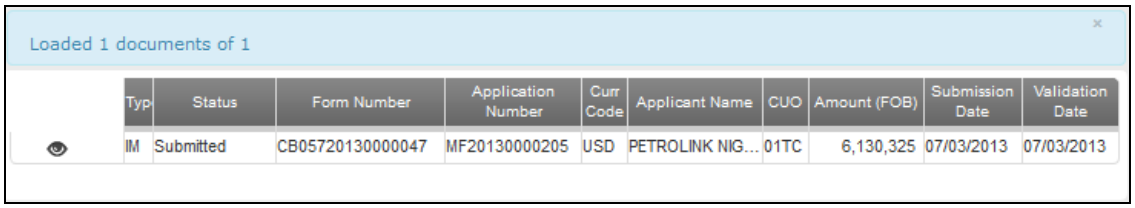
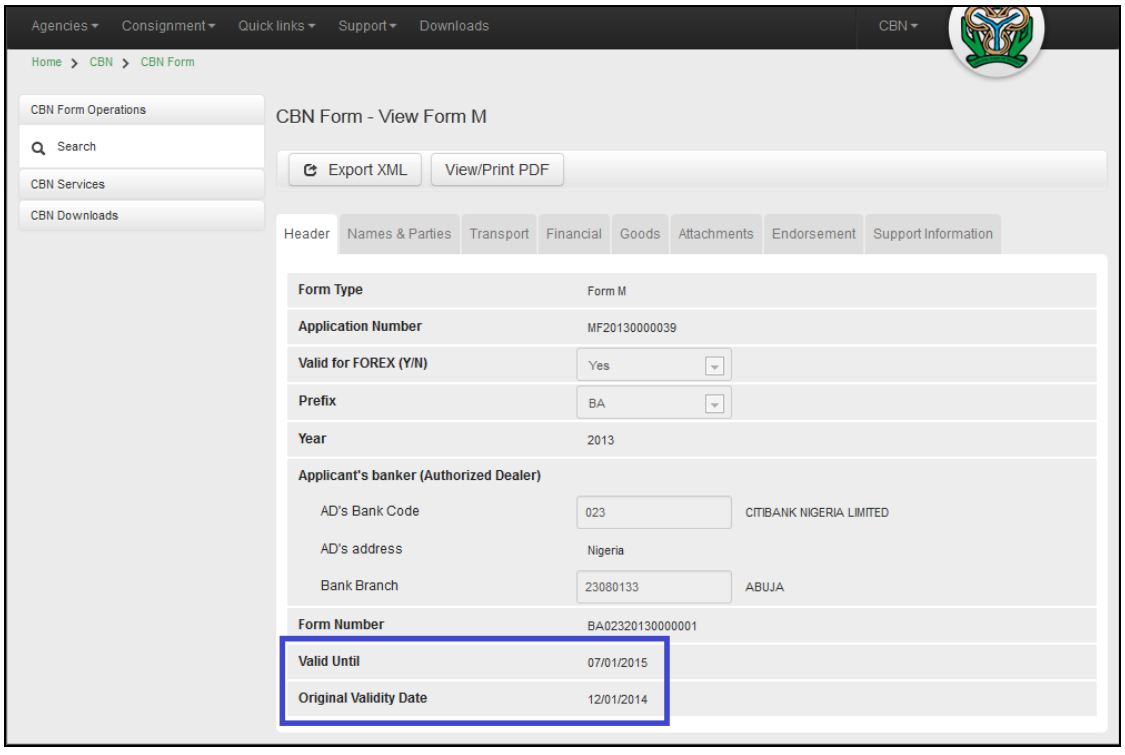
Note:
Status of Form M will be changed from "**Query**" to "**Submitted**" after post entry modification has been made.



3.14 Form M Validity Extension

3.14.1 The user needs to request Form M Validity extension to designated Bank where he processed the Form M.

3.14.2 When request has been approved, Form M validity will be displayed as shown below:



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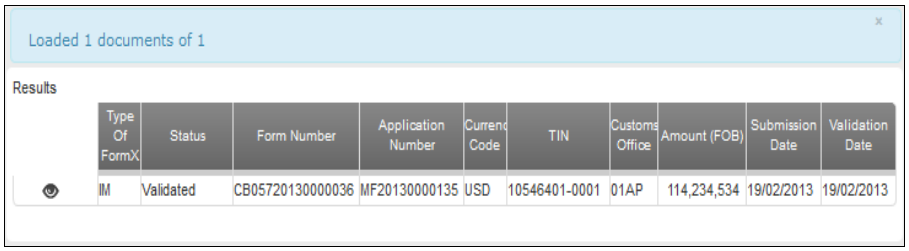
Note:

a. The user should request Form M validity extension before the original validity date expires.
b. First Validity Extension details are:
   - Validity extension for general merchandise is 180 days.
   - Validity extension for plant and machinery is 360 days.
c. Succeeding Validity Extension details are:
   - Validity extension for general merchandise is 1 to 180 days.
   - Validity extension for plant and machinery is 1 to 360 days.

General Remarks:

a. Status of CBN Form M will be changed from "**Submitted**" to **"Validated**" after it has been validated by **Bank**.

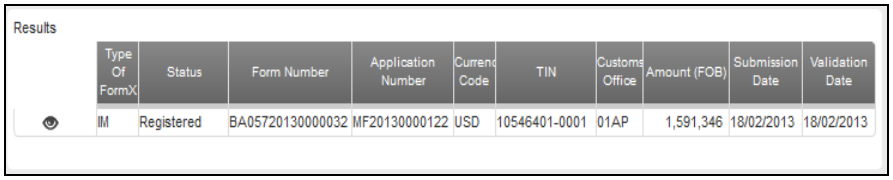

Loaded 1 documents of 1

Results

Type Of FormX	Status	Form Number	Application Number	Currenc Code	TIN	Customs Office	Amount (FOB)	Submission Date	Validation Date
IM	Validated	CB05720130000036	MF20130000135	USD	10546401-0001	01AP	114,234,534	19/02/2013	19/02/2013

b. Form Number is automatically generated after the Bank has validated the CBN Form. Its format is **ZZXXXYYYY1234567**:
   ZZ - Prefix (i.e. BA, CB, EX, IS, NX)
   XXX - Bank code
   YYYY - Year
   1234567 - Sequential number
   Example: **BA**02320130000001

c. Status of CBN Form M will be changed from "**Validated**" to **"Registered**" after it has been registered by **Scanning Company**.


Results

Type Of FormX	Status	Form Number	Application Number	Currenc Code	TIN	Customs Office	Amount (FOB)	Submission Date	Validation Date
IM	Registered	BA05720130000032	MF20130000122	USD	10546401-0001	01AP	1,591,346	18/02/2013	18/02/2013

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d. Email notification format to be sent by the system to Importer after registration, rejection and cancellation of Form M has been made:

Dear User
Form M with application number {applicationNumber} (form number {formNumber}) has been {operationNameMade} by {company} on {Date/Time}.

message:

Should you experience issues with the CBN electronic forms application, please contact the support at support@trade.gov.ng

NSW Trade Portal team

Information in this email intended solely for the use of the individual(s) to whom it is addressed or otherwise directed.
The recipient should check this email for the presence of viruses.
The Government accepts no liability for any damage caused by any virus transmitted by this email.
If you are not the addressee or have received this message in error, please delete it as well as all copies from your system.

e. Status of Form M will be changed from "**Registered**" to "**RAR Locked**" after its **RAR** has been registered. CBN Form M with RAR Locked status cannot be modified or cancelled.

Results

Type Of FormX	Status	Form Number	Application Number	Currenc Code	TIN	Customs Office	Amount (FOB)	Submission Date	Validation Date
IM	Rar Locked	BA05720130000028	MF20130000116	USD	10546401-0001	01AP	1,641,346	15/02/2013	18/02/2013

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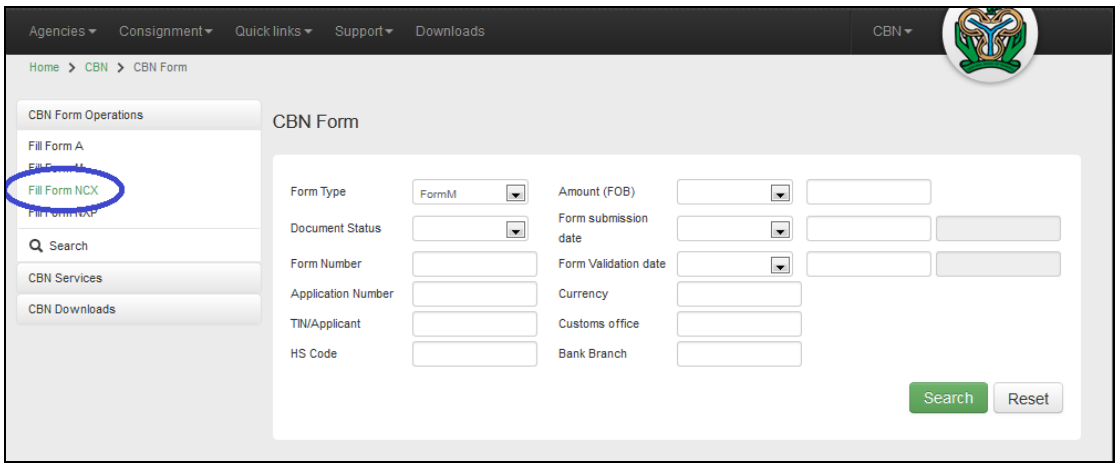
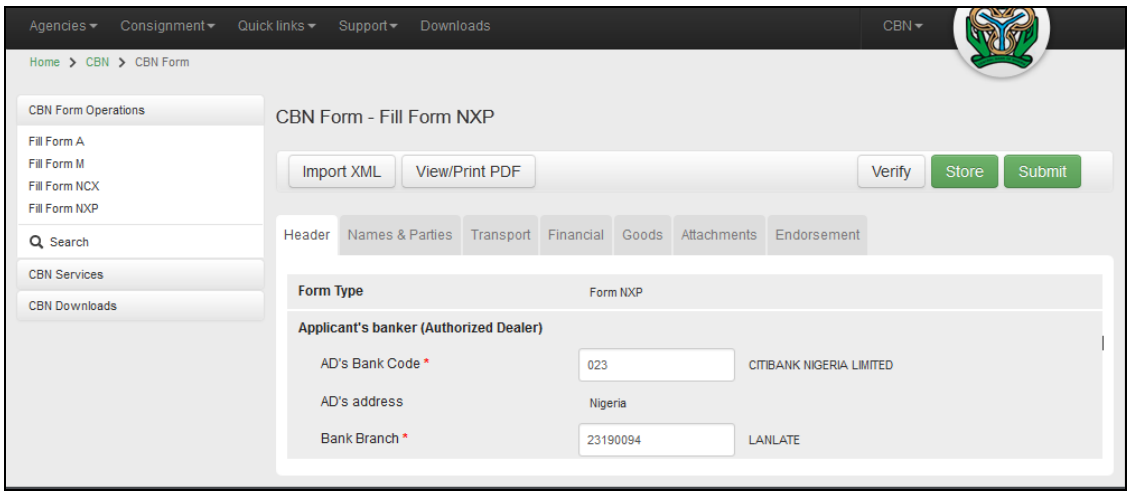
4 FORM NXP OPERATIONS

4.1 Create

4.1.1 To create new Form NXP record, click on CBN Form Operations then click on **Fill Form NXP** hyperlink.



4.1.2 Fill Form NXP page will be displayed. Complete all data entries (Header, Names and Parties, Transport, Financial, Goods, Attachments, Endorsement).



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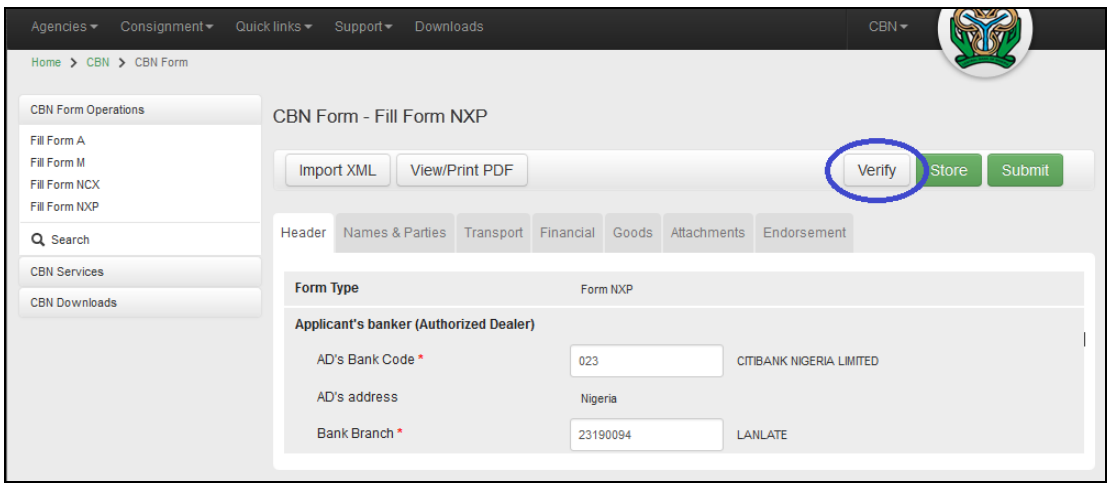
Tab Name	Enter or select any values for the following fields:
Header	Bank Branch
Name and Parties	Applicant TIN, Applicant's NEPC reg. No., Applicant's STA code, Applicant's City code, Consignee's Name, Consignee's Address, Consignee's country code, Consignee's Phone, Consignee's Fax, Consignee's email and By order of.
Transport	Customs office, Mode of Transport, Country of Origin, Country of Supply, Port of Loading, Port of Discharge, Inspection Agent and Shipment Date.
Financial	Designated Bank, Currency code, Exchange rate, Total Ancillary charges (currency), Insurance costs, Proforma Inv. No., Proforma Inv. Date, Payment mode, Payment date, Transfer mode and Term of delivery code.
Goods	General Goods Description, HS Code, Commercial description of Goods, State of Goods, Sectoral Purpose, Type of Packages, No. Of Packages, Gross Weight (kg), Net Weight (kg), Quantity, UOM Code, Unit Price, FOB Value and Freight charges.

4.2 Verify

4.2.1 Click on **Verify** button to verify the information used.



4.2.2 Message notification that "***Form NXP has been verified.***" will be displayed if information used is correct.

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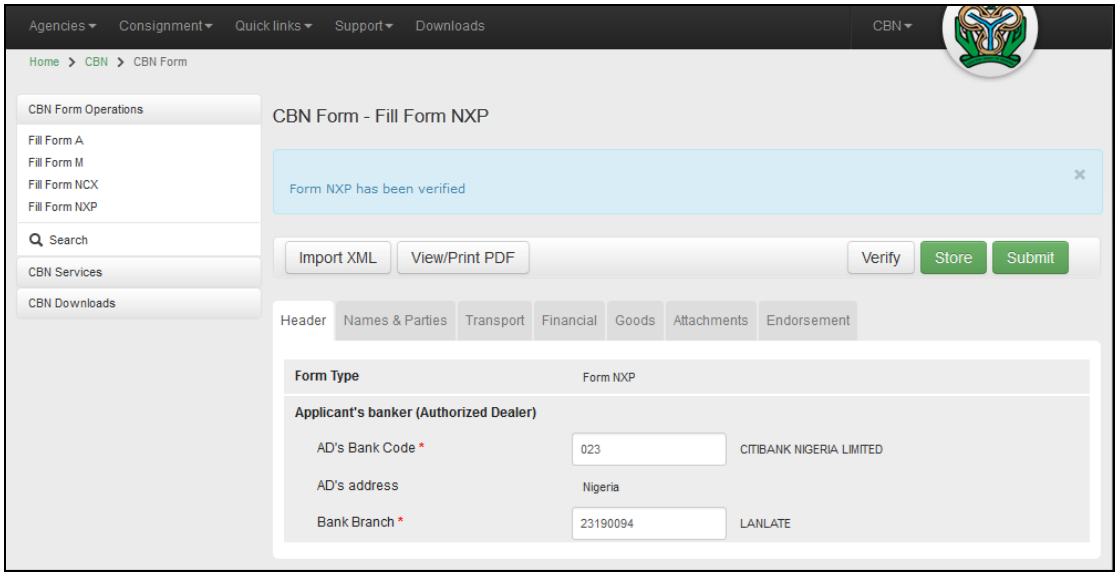
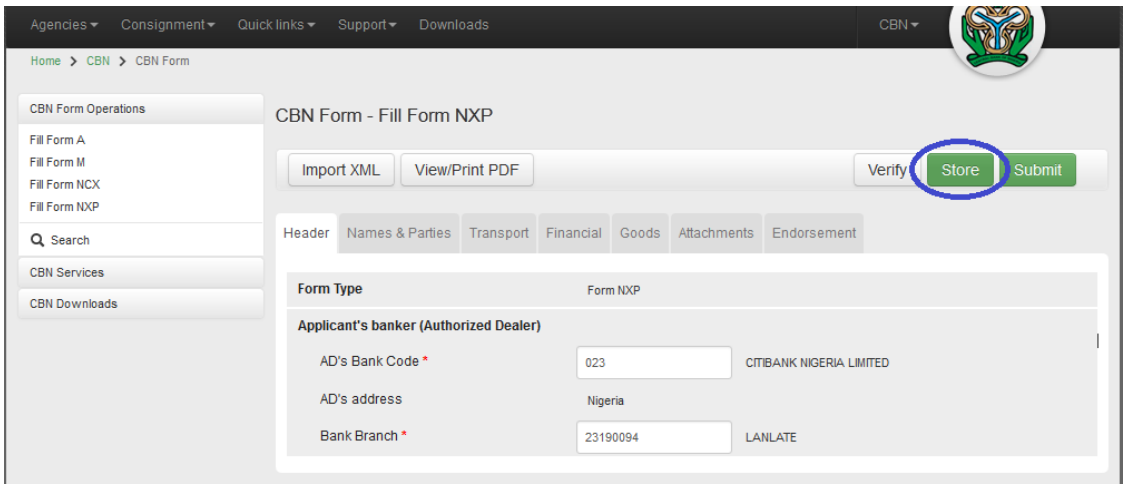


4.3 Store

4.3.1 After completing all Form NXP entries, click on **Store** button to store the record in the system.



4.3.2 Message notification that "***Form NXP has been stored.***" will be displayed and support information will be updated.

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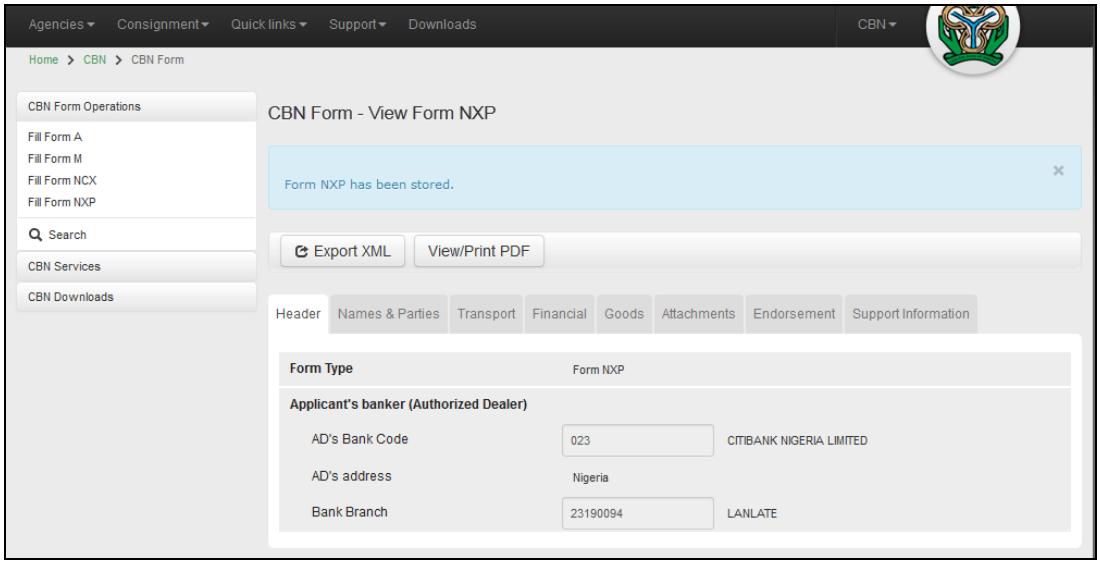
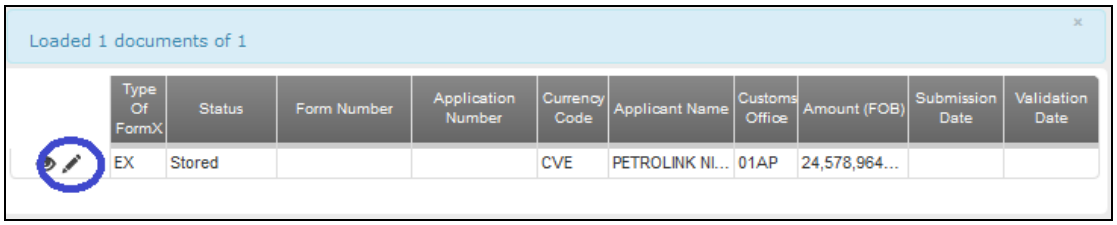
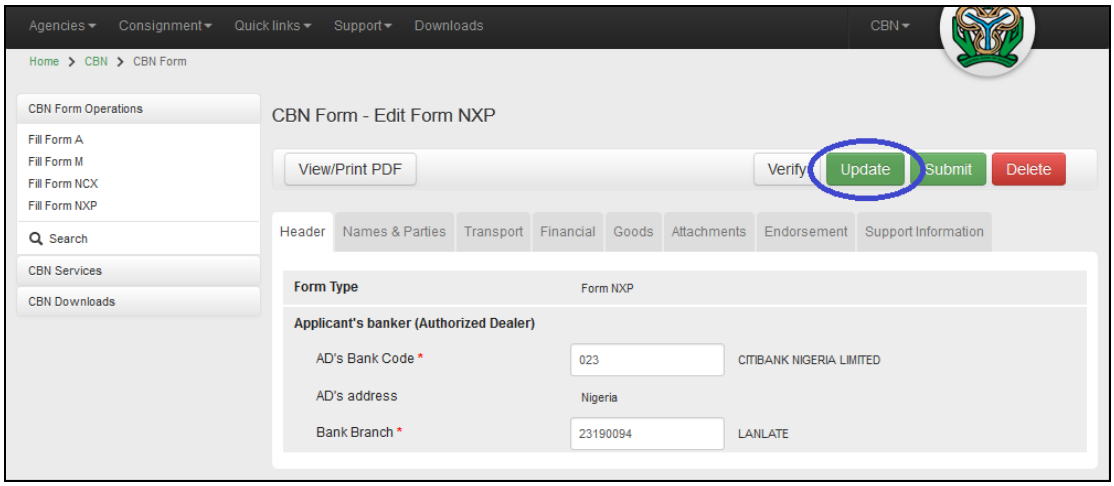


4.4 Update

4.4.1 From Form NXP search result page, select the Form NXP record then click on **Edit** icon to edit Form M details.



4.4.2 Form NXP details will be displayed. Modify the content and/or attach necessary document/s then click on **Update** button to save/store the changes made in NXP information.



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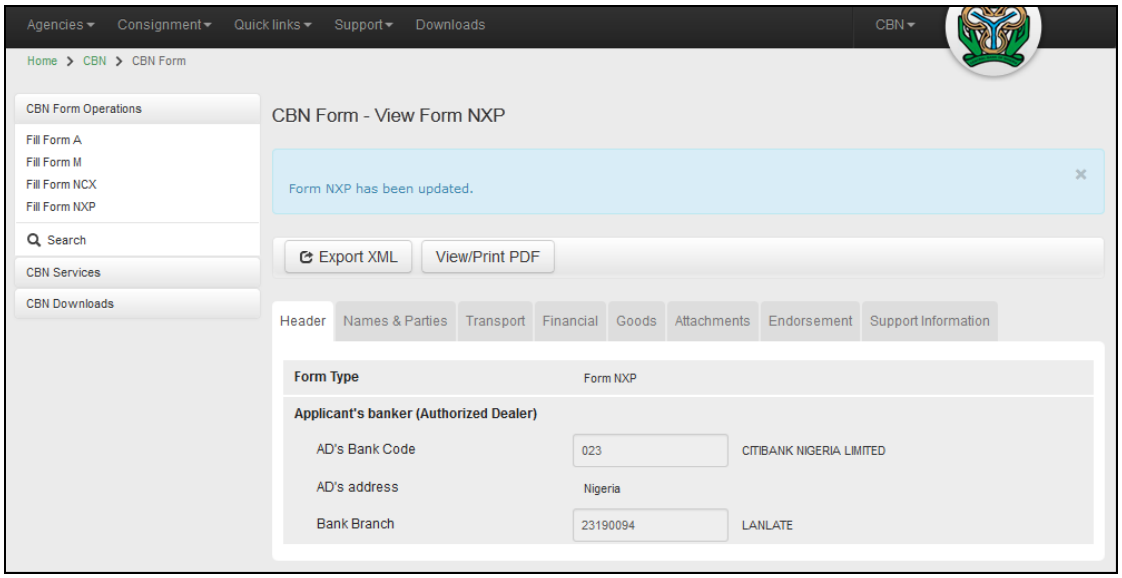
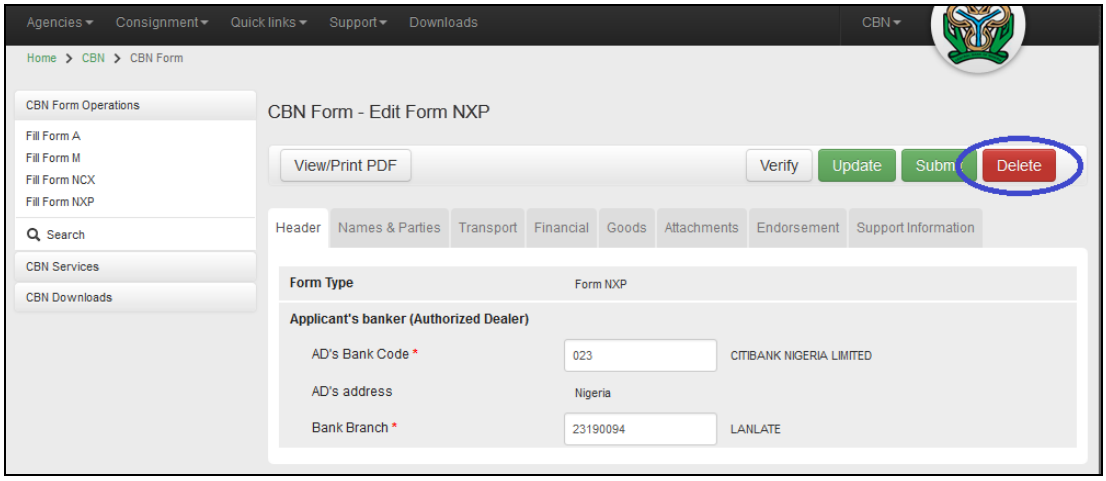
4.4.3 Message notification that "***Form NXP has been updated***." will be displayed.



4.5 Deleting Stored CBN Form

4.5.1 To delete stored CBN Form NXP from your computer, open the form then click on **Delete** button.



4.5.2 Confirmation message will be displayed. Click on **Yes** button to delete the stored Form NXP.

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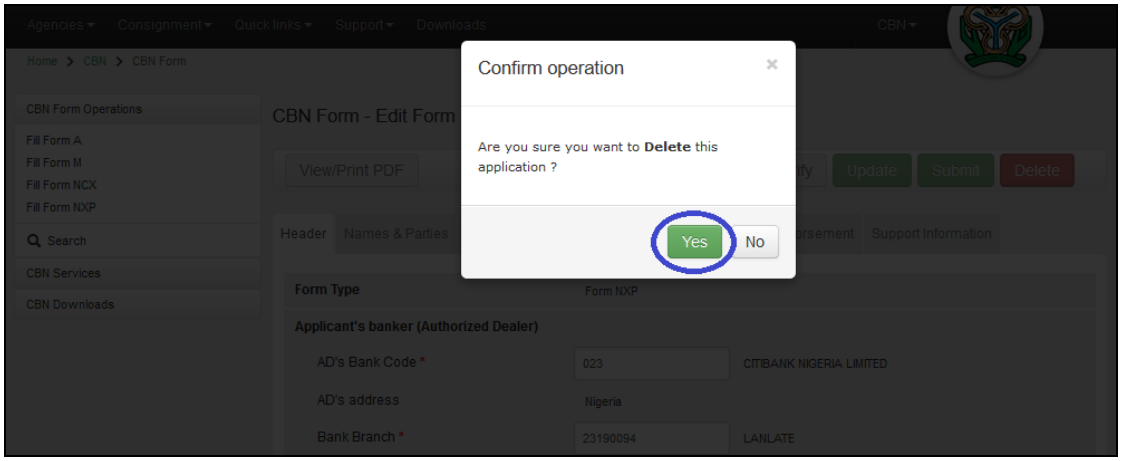
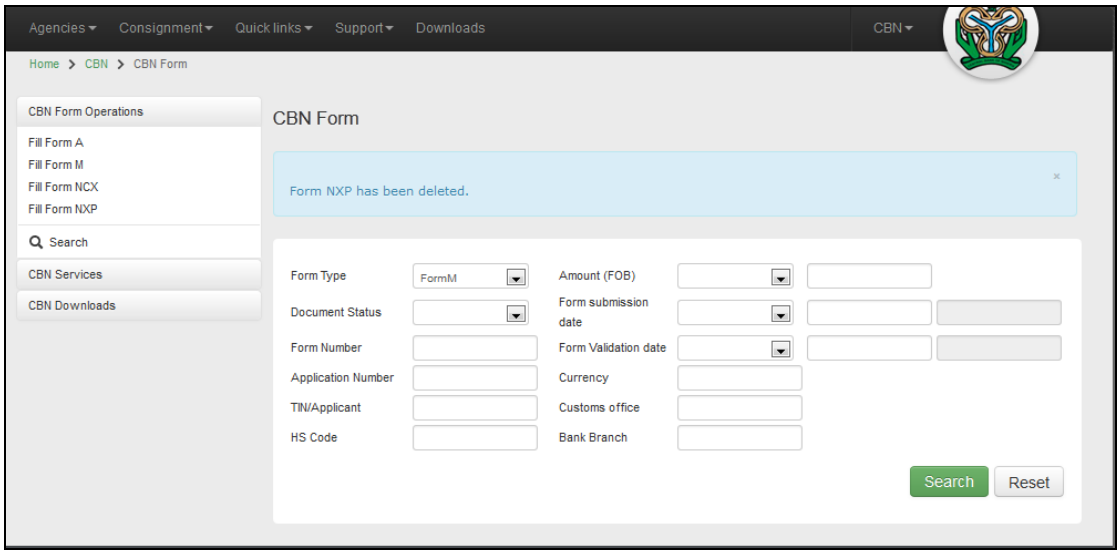


4.5.3 Message notification that "***Form NXP has been deleted.***" will be displayed and CBN Search page appears.



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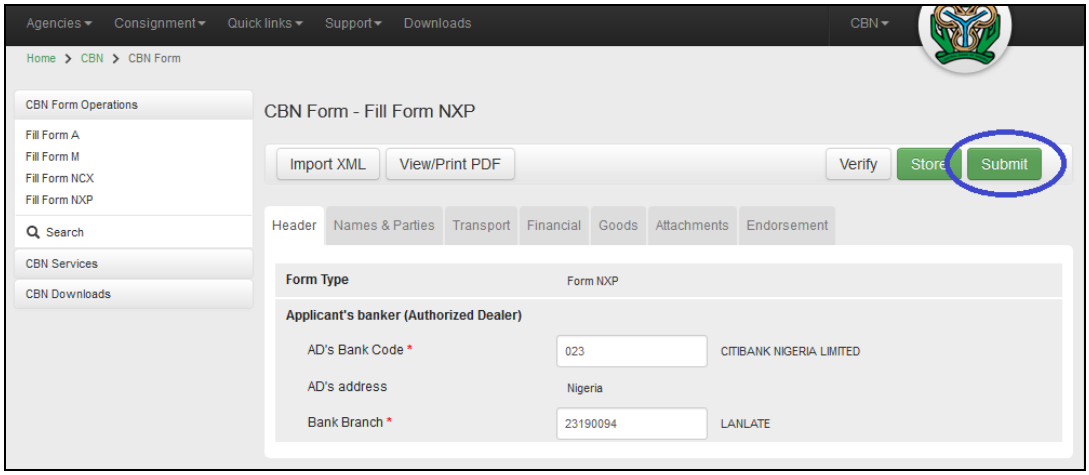
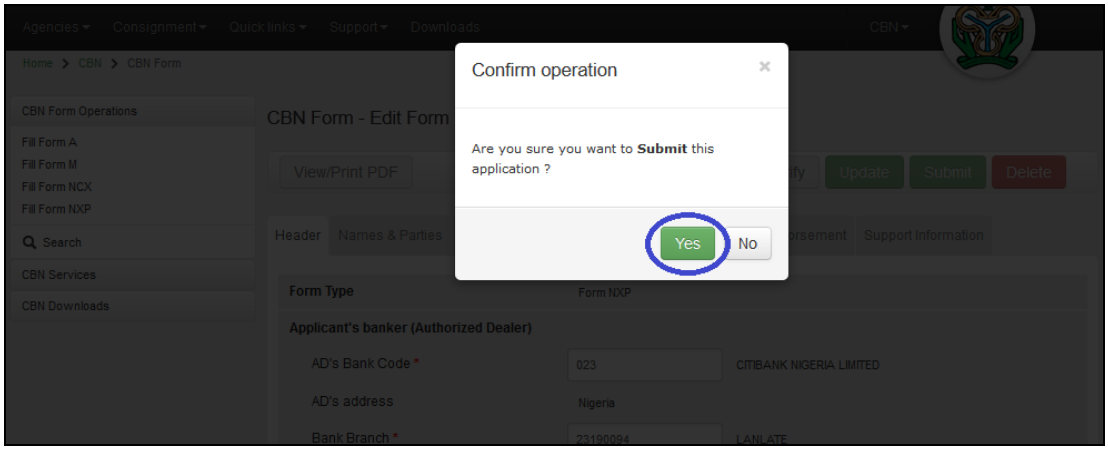
4.6 Submit

4.6.1 To submit Form NXP, click on **Submit** button.



4.6.3 Confirmation message will be displayed. Click on **Yes** button to submit the Form NXP.



4.6.4 Message notification that "***Form NXP has been submitted.***" will be displayed. **Application Number** will be generated and Support information will be updated.

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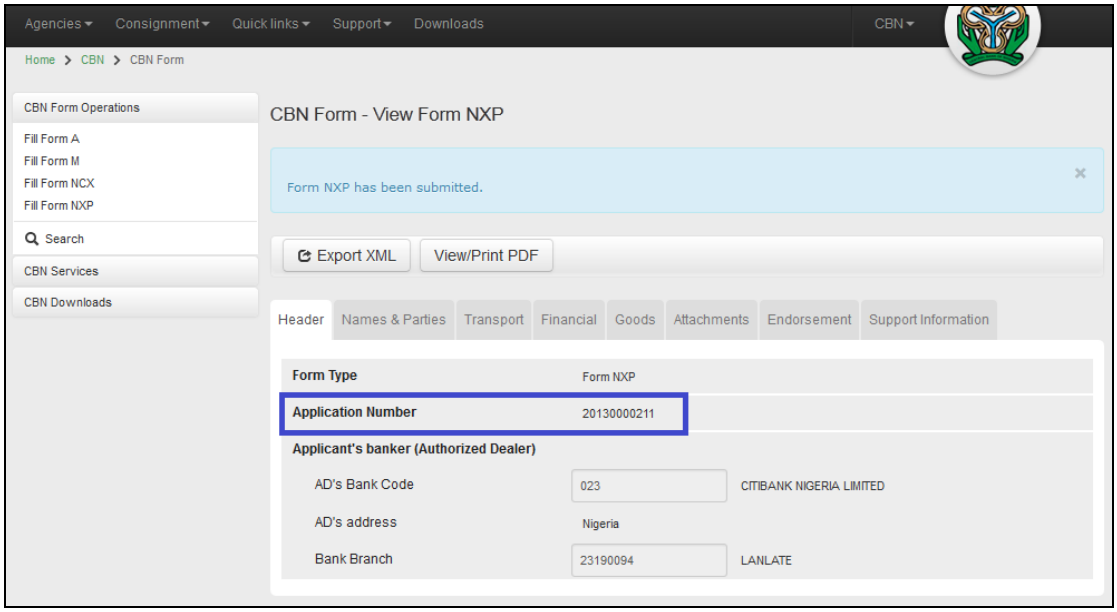
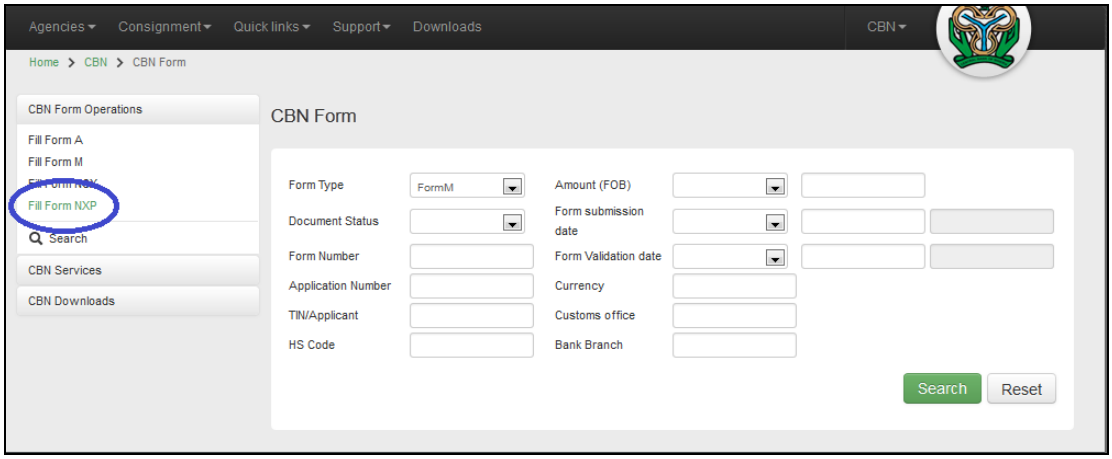


5 FORM NCX OPERATIONS

5.1 Create

5.1.1 To create new Form NCX record, click on CBN Form Operation then click on **Fill Form NCX** hyperlink.



5.1.2 Fill Form NCX page will be displayed. Complete all data entries (Header, Names and Parties, Transport, Financial, Goods, Attachments, Endorsement).

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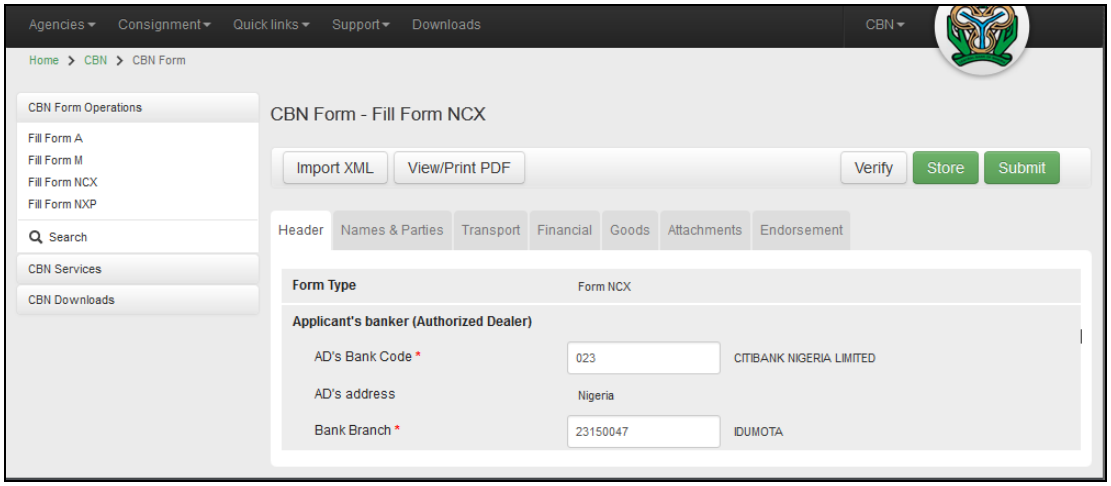

Tab Name	Enter or select any values for the following fields:
Header	Bank Branch
Name and Parties	Applicant TIN, Applicant's STA code, Applicant's City code, Consignee's Name, Consignee's Address, Consignee's country code, Consignee's Phone, Consignee's Fax and Consignee's email.
Transport	Customs office, Mode of Transport, Country of Origin, Country of Supply, Port of Loading, Port of Discharge and Shipment date.
Financial	Designated Bank
Goods	General Goods Description, HS Code, Commercial Description of Goods, State of Goods, Sectoral Purpose, Type of Packages, No. Of Packages, Gross Weight (kg), Net Weight (kg), Quantity, UOM Code, Unit Price, FOB Value and Freight charges.

5.2 Verify

5.2.1 Click on **Verify** button to verify the information used in Form NCX.

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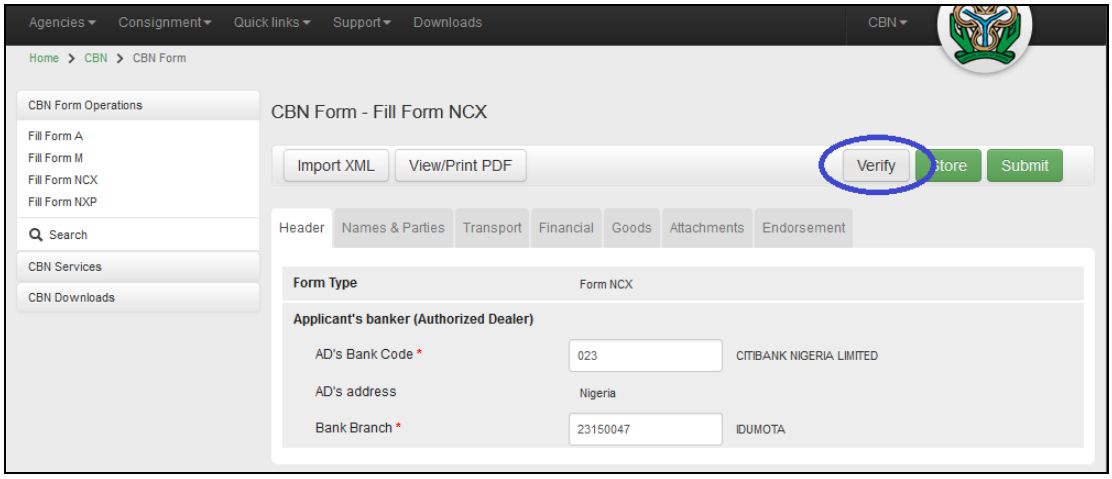
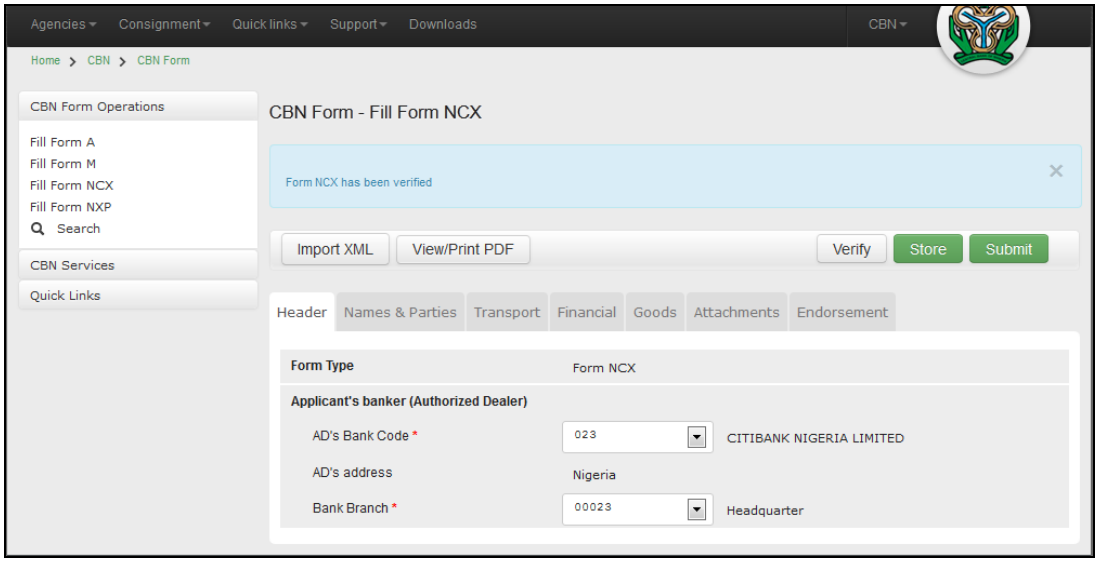


5.2.2 Message notification that "***Verification is Done***." will be displayed if information used is correct.



5.3 Store

5.3.1 After completing all NCX entries, click on **Store** button to store the record in the system.

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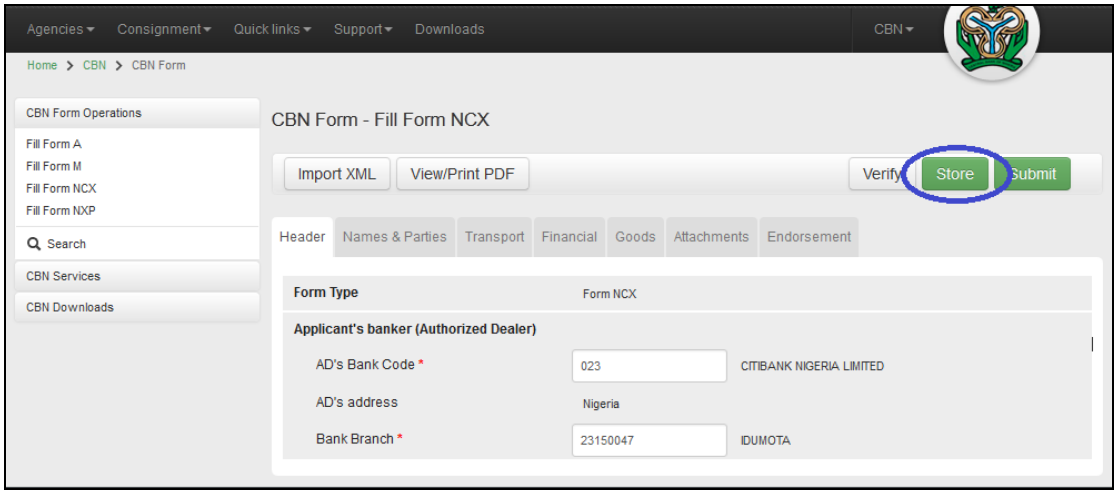
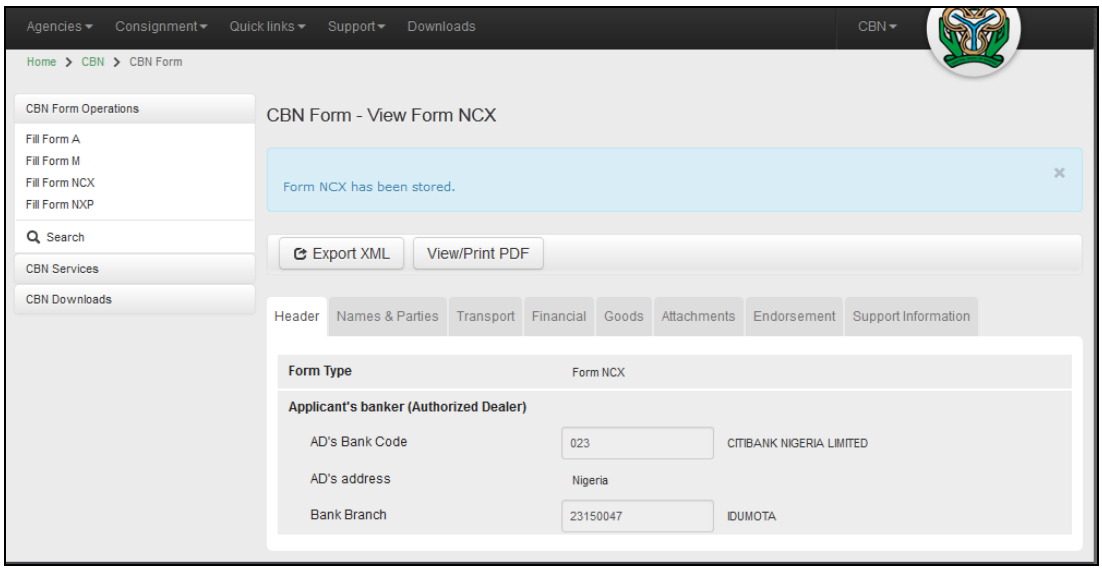
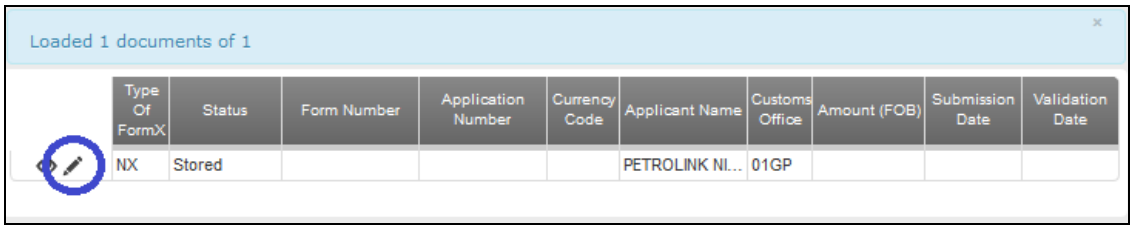


5.3.2 Message notification that "***NCX Form has been stored***." will be displayed and support information will be updated.



5.4 Update

5.4.1 From CBN Form search result page, select any Form NCX record then click on **Edit** icon to edit NCX details.



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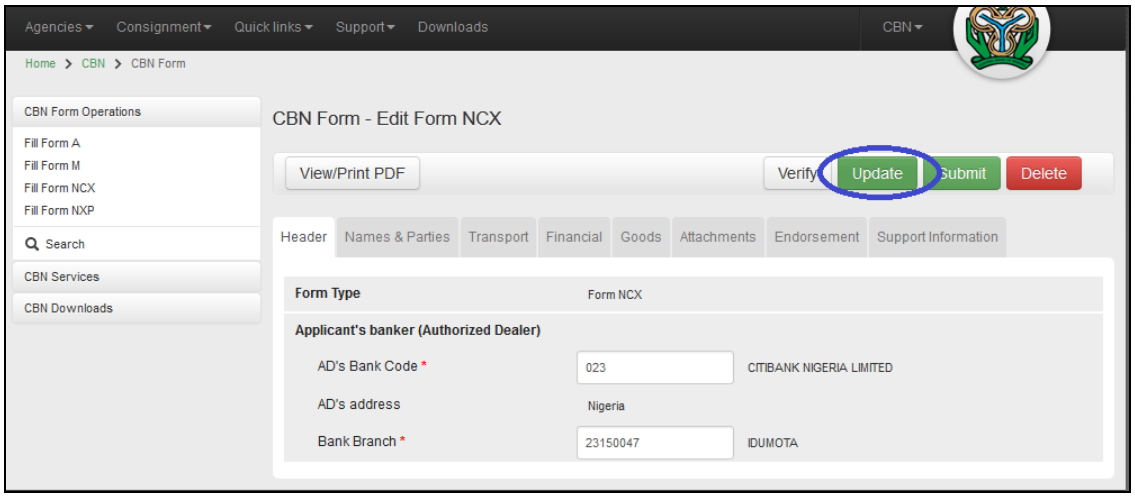
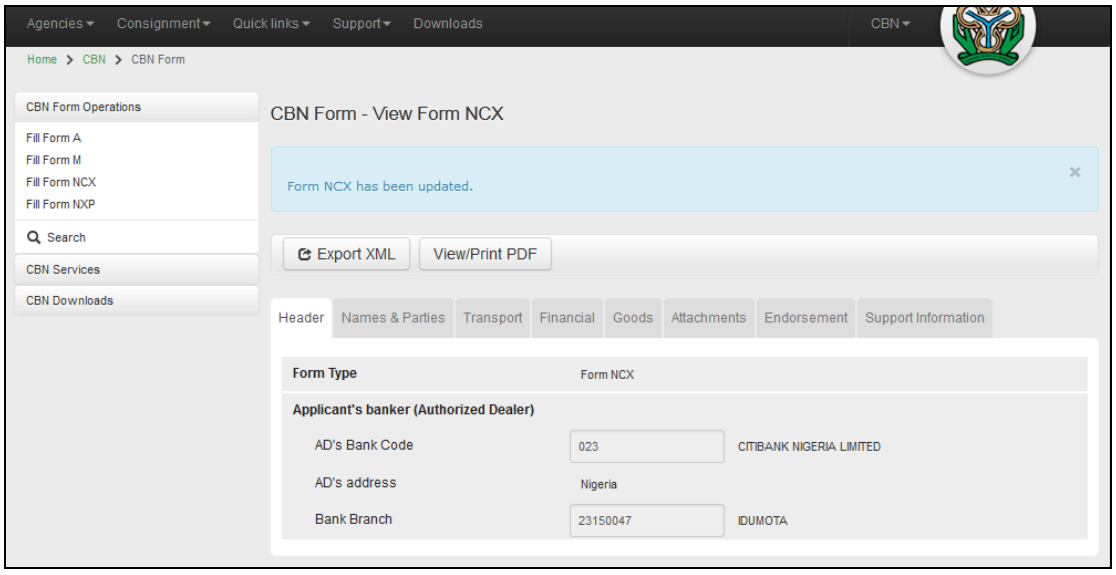
5.4.2 Form NCX details will be displayed. Modify the content and/or attach necessary document/s then click on **Update** button to save/store the changes made in NCX information.



5.4.3 Message notification that "***Form NCX has been updated***." will be displayed.



5.5 Deleting Stored CBN Form

5.5.1 To delete stored CBN Form NCX from your computer, open the form then click on **Delete** button.

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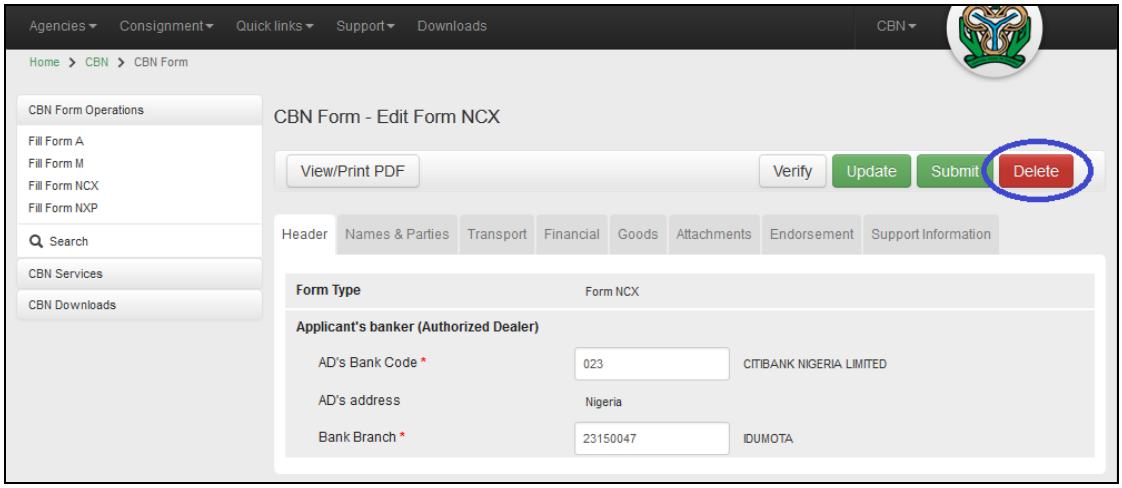
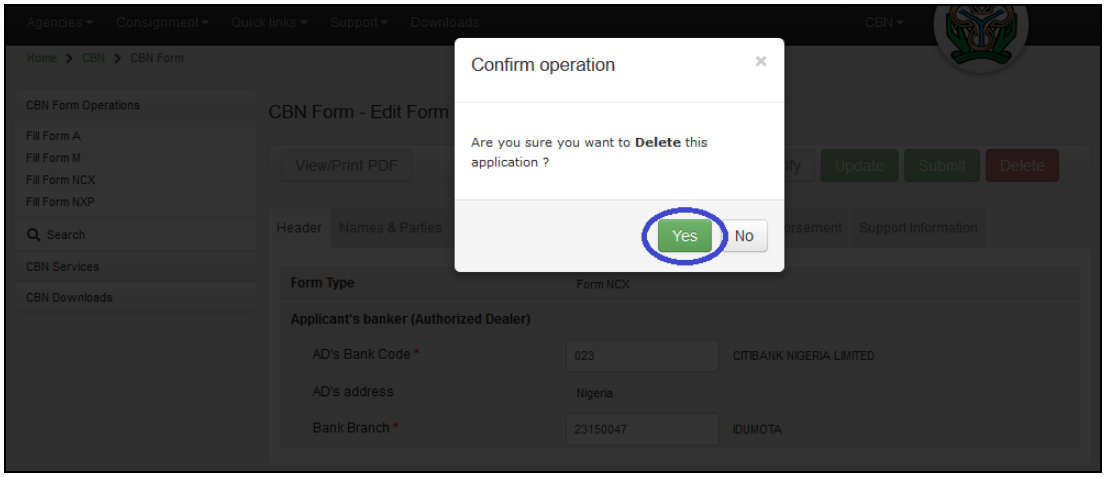


5.5.2 Confirmation message will be displayed. Click on **Yes** button to delete the stored Form NCX.



5.5.3 Message notification that "***Form NCX has been deleted.***" will be displayed and CBN Search page appears.

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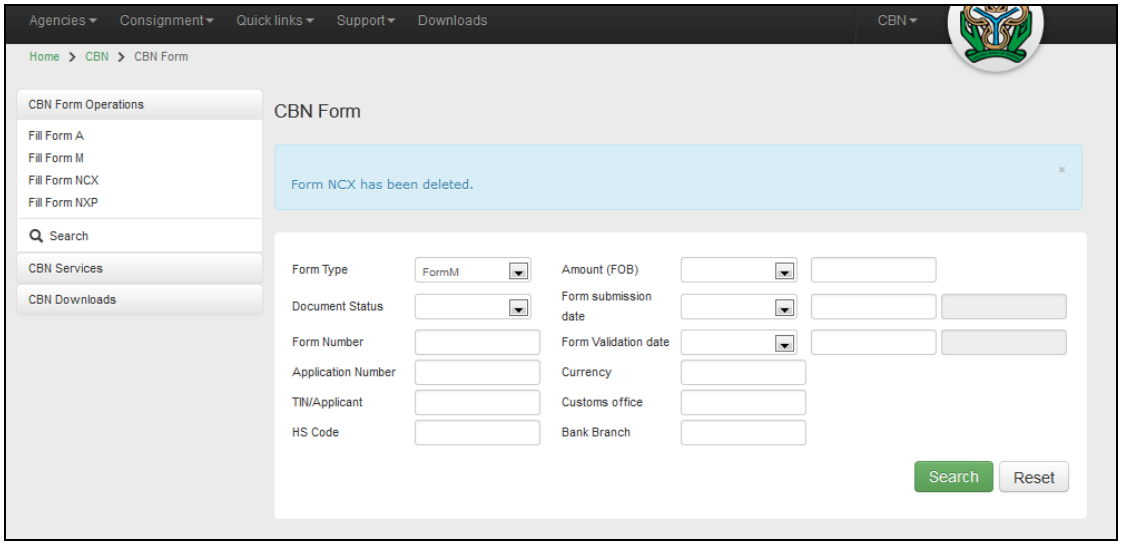
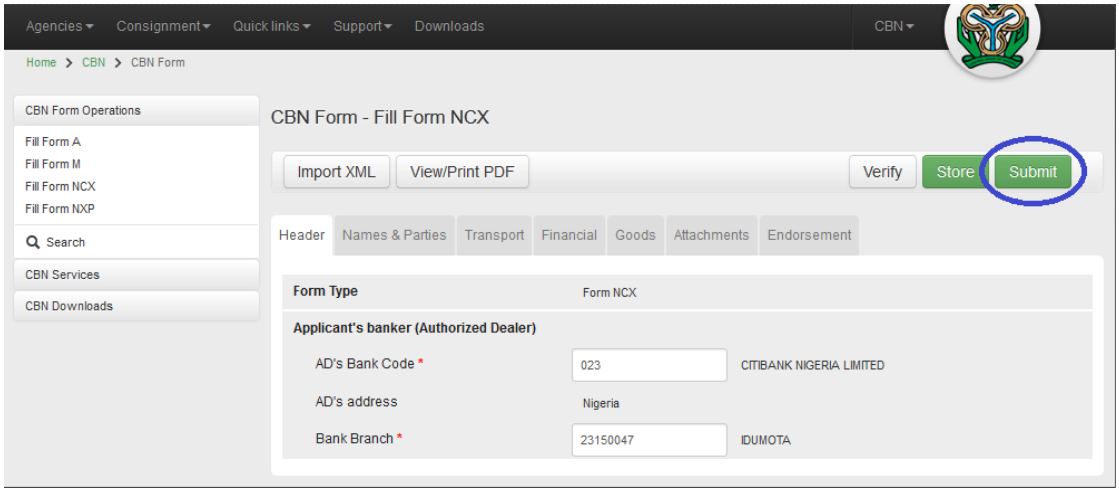


5.6 Submit

5.6.1 To submit Form NCX, click on **Submit** button.



5.6.2 Confirmation message will be displayed. Click on **Yes** button to submit the Form NCX.

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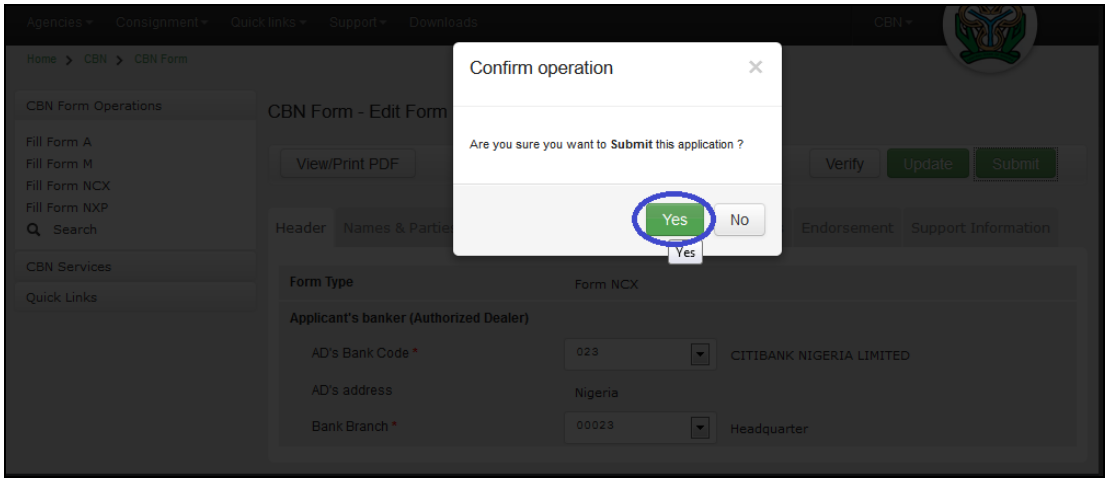
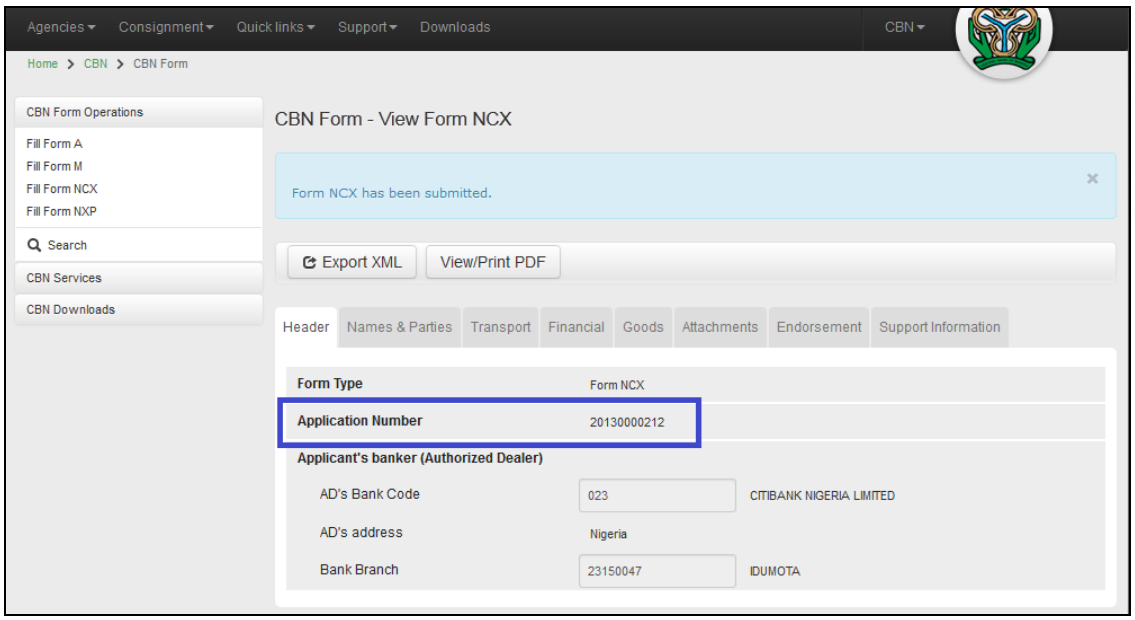


5.6.3 Message Confirmation that "***Form NCX has been submitted.***" and **Application Number** will be displayed. Support Information window will be updated.



6 FORM A OPERATIONS

6.1 Create

6.1.1 To create new Form A record, click on CBN Form Operation then click on **Fill Form A** hyperlink.

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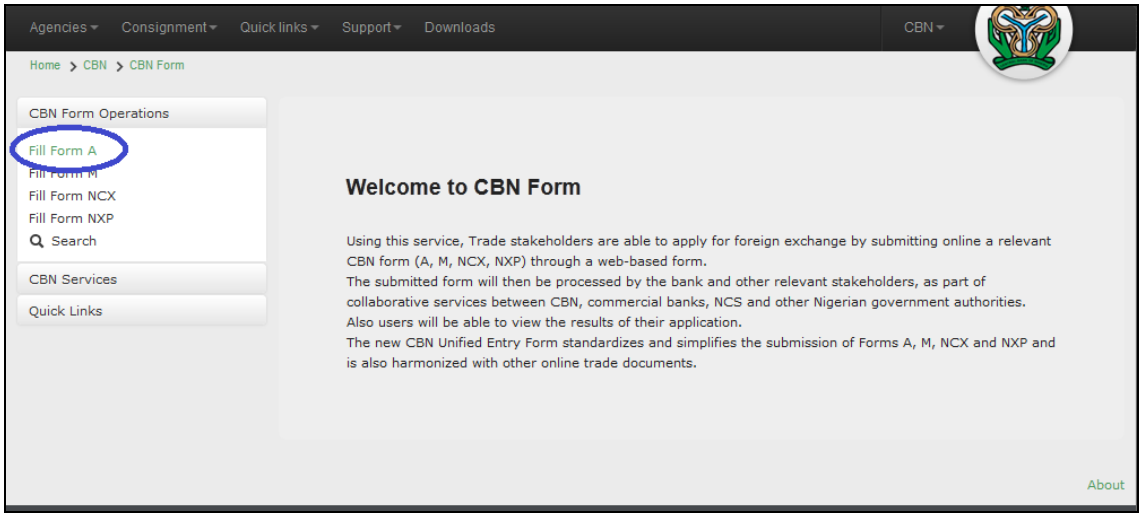
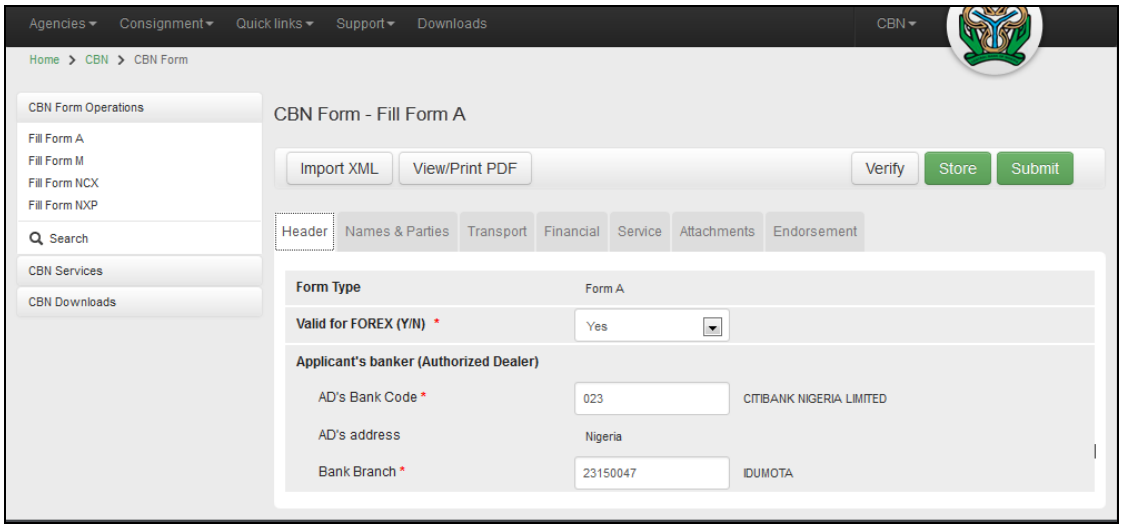

Agencies
Consignment
Quick links
Support
Downloads
CBN
Home > CBN > CBN Form
CBN Form Operations
Fill Form A
Fill Form M
Fill Form NCX
Fill Form NXP
Search
CBN Services
Quick Links
Welcome to CBN Form
Using this service, Trade stakeholders are able to apply for foreign exchange by submitting online a relevant CBN form (A, M, NCX, NXP) through a web-based form.
The submitted form will then be processed by the bank and other relevant stakeholders, as part of collaborative services between CBN, commercial banks, NCS and other Nigerian government authorities.
Also users will be able to view the results of their application.
The new CBN Unified Entry Form standardizes and simplifies the submission of Forms A, M, NCX and NXP and is also harmonized with other online trade documents.
About

6.1.2 Fill Form A page will be displayed. Complete all data entries (Header, Names and Parties, Transport, Financial, Services, Attachments, Endorsement).



Note: Form A has Service tab that covers the applied amount for the purpose as show below:

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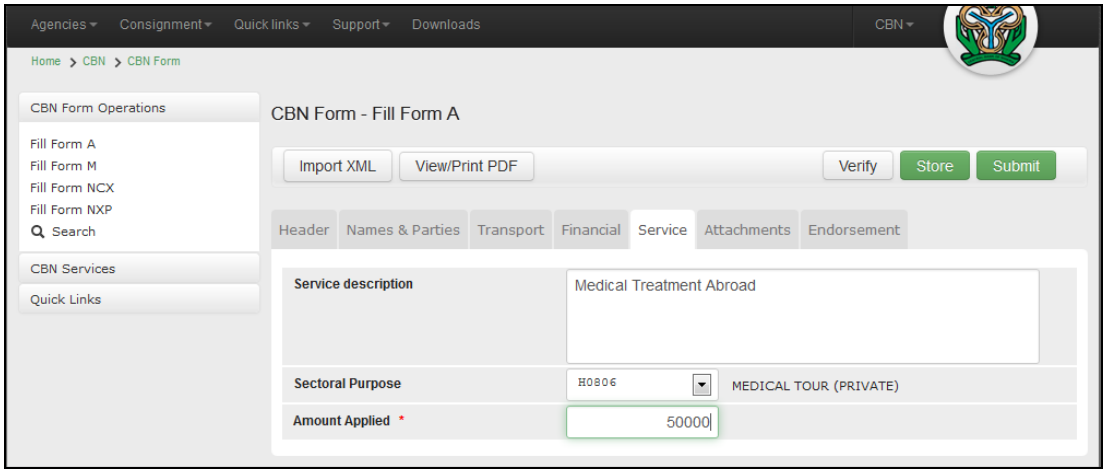
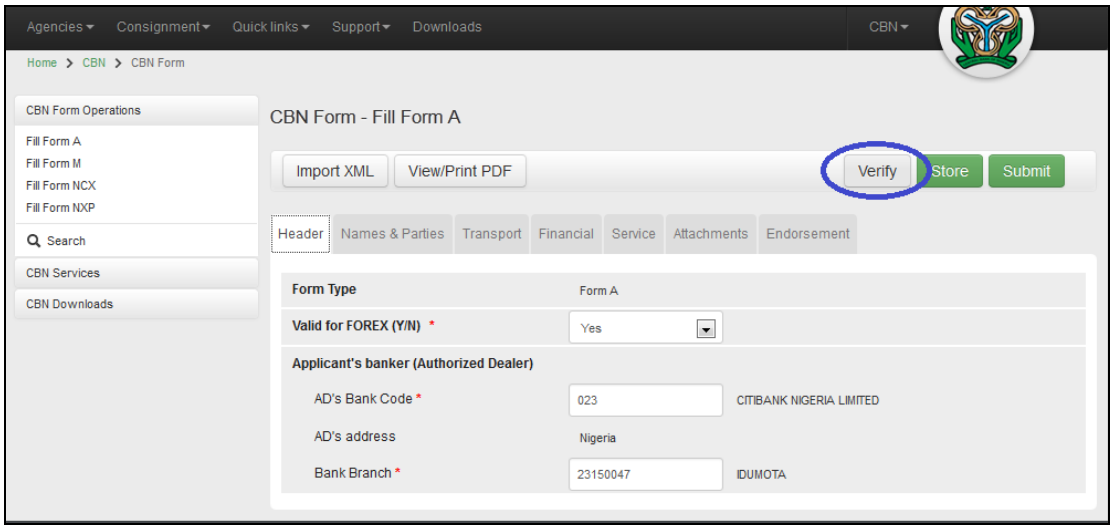


Tab Name	Enter or select any values for the following fields:
Header	Valid for FOREX (Y/N), Bank Branch.
Name and Parties	Applicant TIN, Applicant's Passport Number, Applicant's STA code, Applicant's City code, Beneficiary Name, Beneficiary Address, Beneficiary's Phone, Beneficiary's Fax, Beneficiary's email.
Transport	Customs office, Mode of Transport, Country of Origin, Country of Supply, Air Ticket Number, Name of Airline and Route.
Financial	Designated Bank, Source of Funds Code Description, Currency code, Exchange rate, Total FOB Value, Proforma Inv. No., Proforma Inv. Date, Payment mode, Payment date and Transfer mode.
Service	Service Description, Sectoral Purpose and Amount Applied.

6.2 Verify

6.2.1 Click on **Verify** button to verify the information used in Form A.



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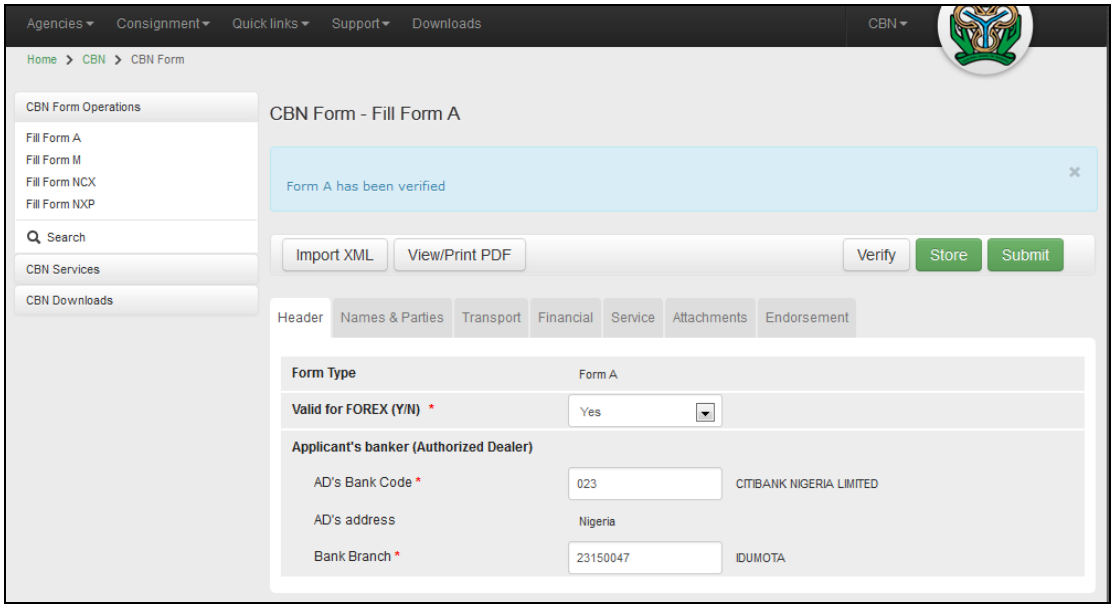
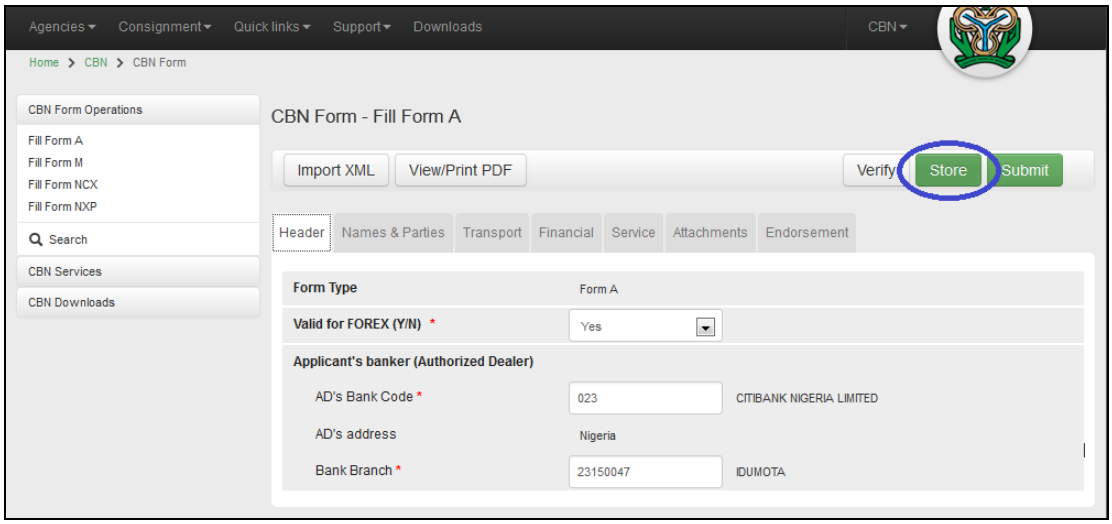
6.2.2 Message notification that "***Form A has been verified***." will be displayed if information used is correct. Authorized Bank Dealer's address will be displayed automatically.



6.4 Store

6.4.1 After completing all Form A entries, click on **Store** button to store the record in the system.



6.4.2 Message notification that "***Form A has been stored***." will be displayed and support information will be updated.

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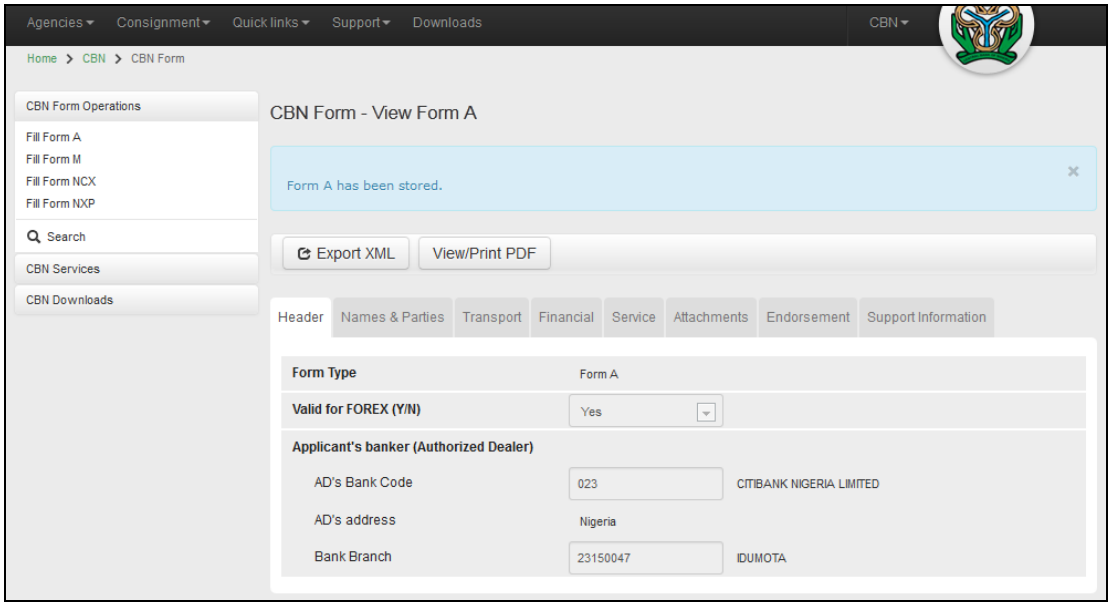
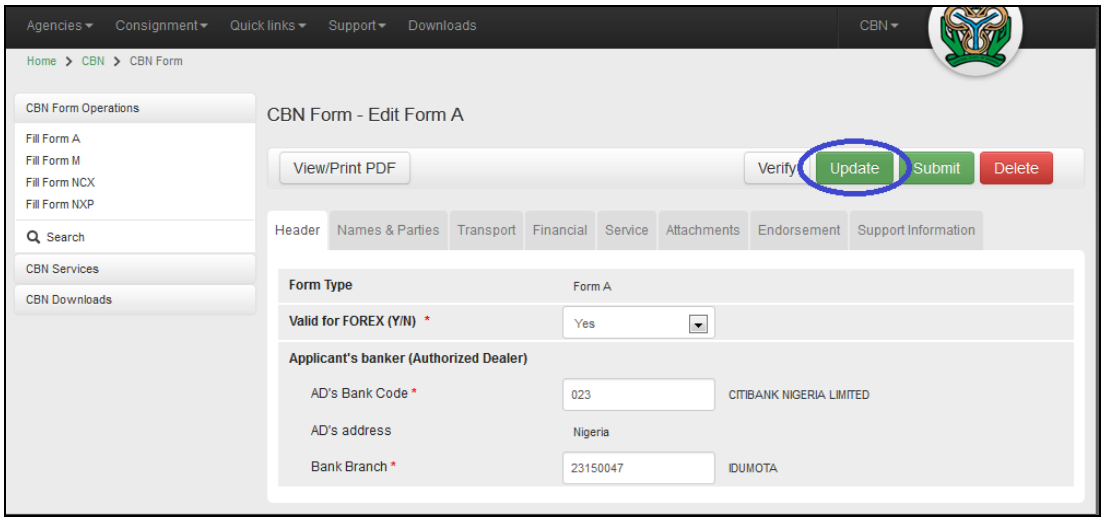


6.5 Update

6.5.1 From CBN Form search result page, select the Form A record then click on **Edit** icon to edit Form A details.

6.5.2 Form Form A (IS) details will be displayed. Modify the content and/or attach necessary document/s then click either on **Update** button to store/save the changes made in Form A.



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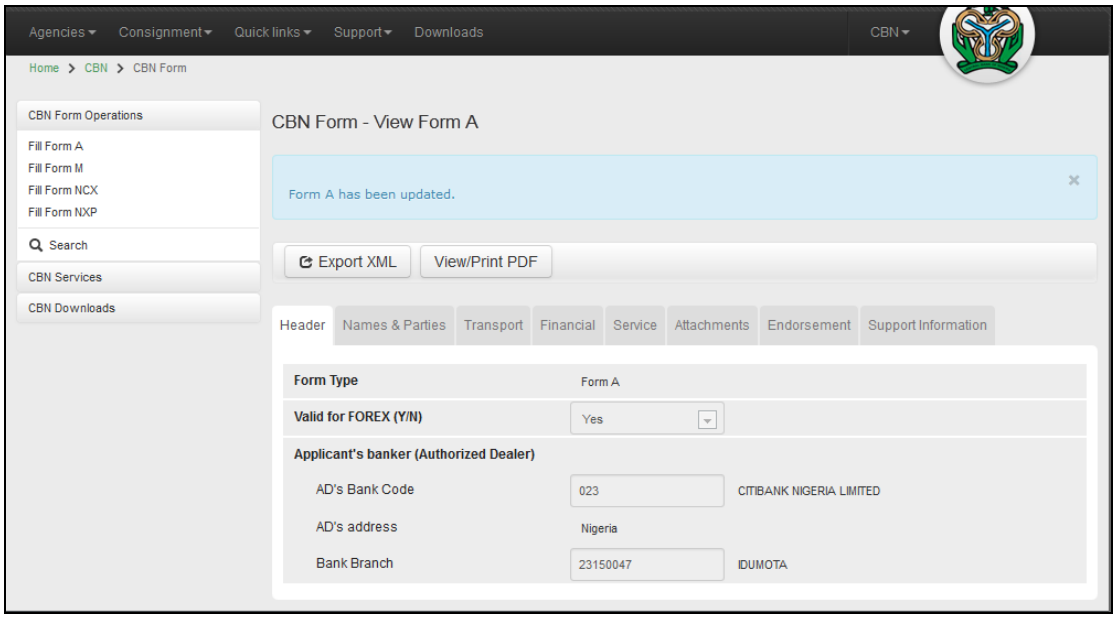
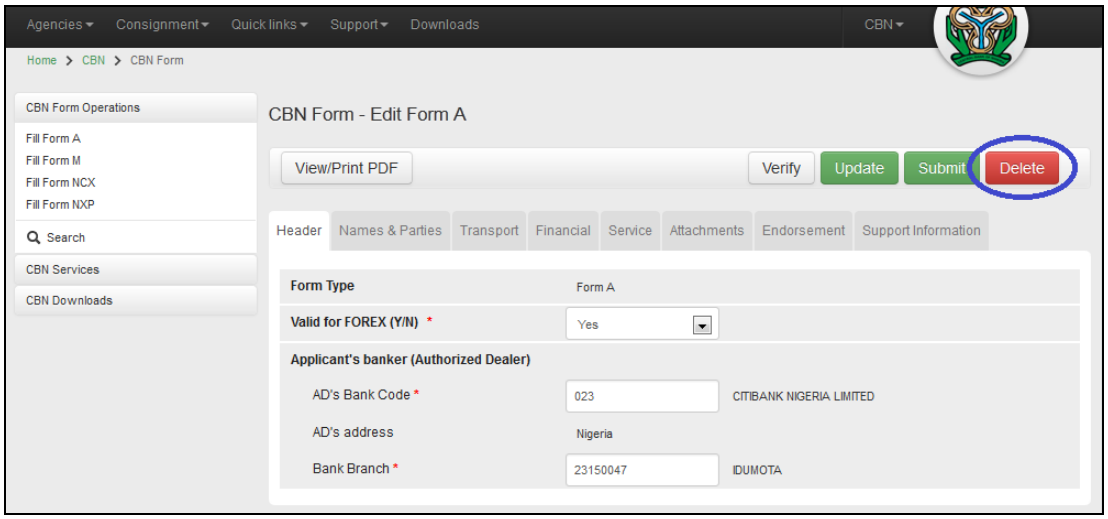
6.5.3 Message notification that "***Form A has been updated***." will be displayed.



6.6 Deleting Stored CBN Form

6.6.1 To delete stored CBN Form A from your computer, open the form then click on **Delete** button.



6.6.2 Confirmation message will be displayed. Click on **Yes** button to delete the stored Form A.

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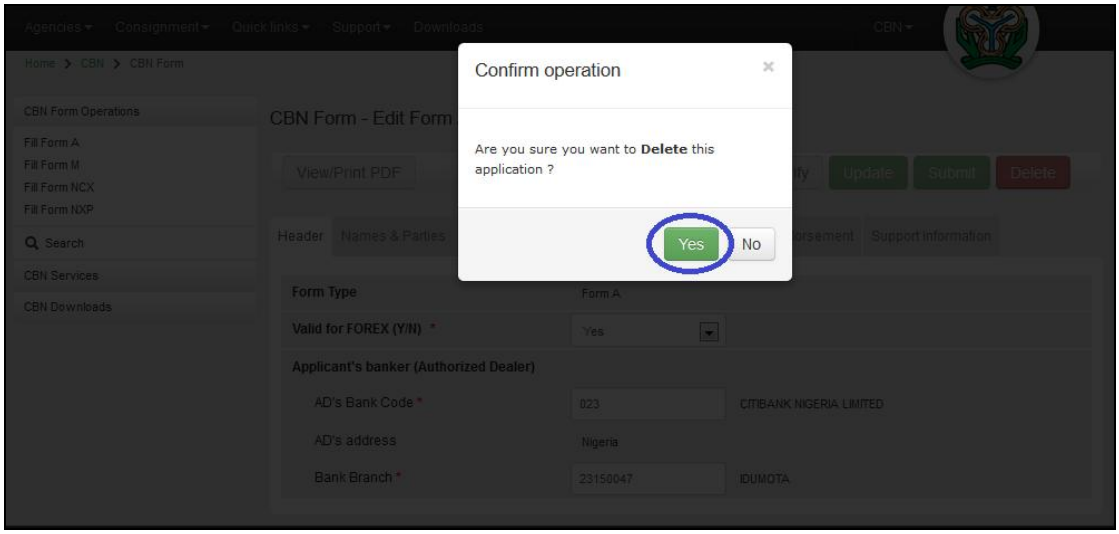
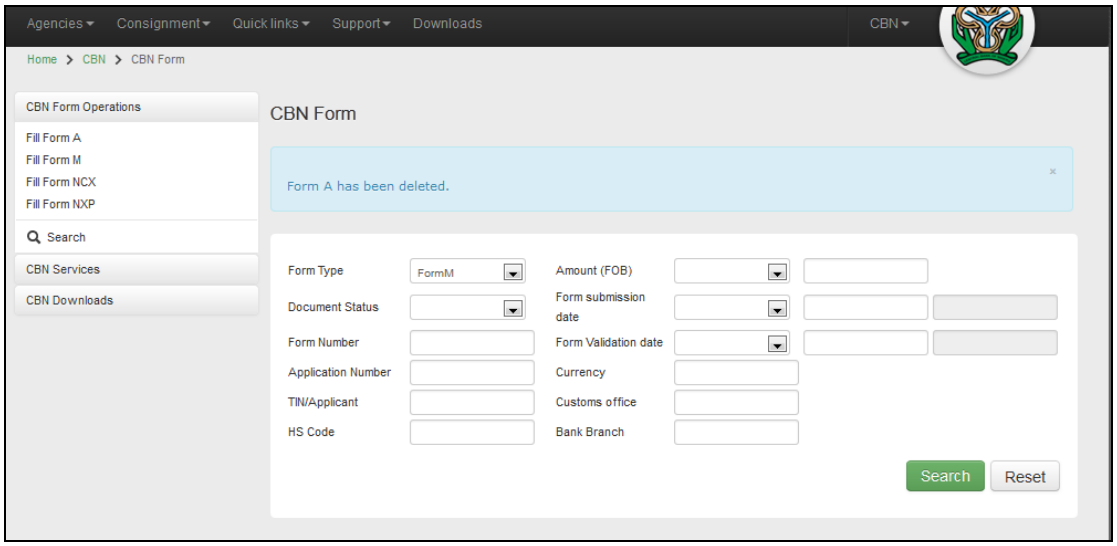


6.6.3 Message notification that "***Form A has been deleted.***" will be displayed and CBN Search page appears.



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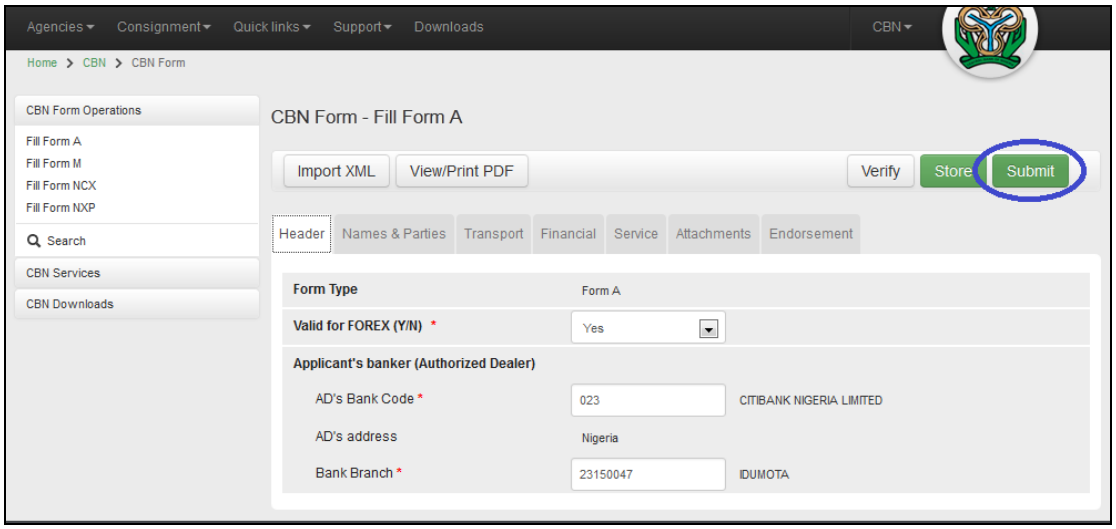
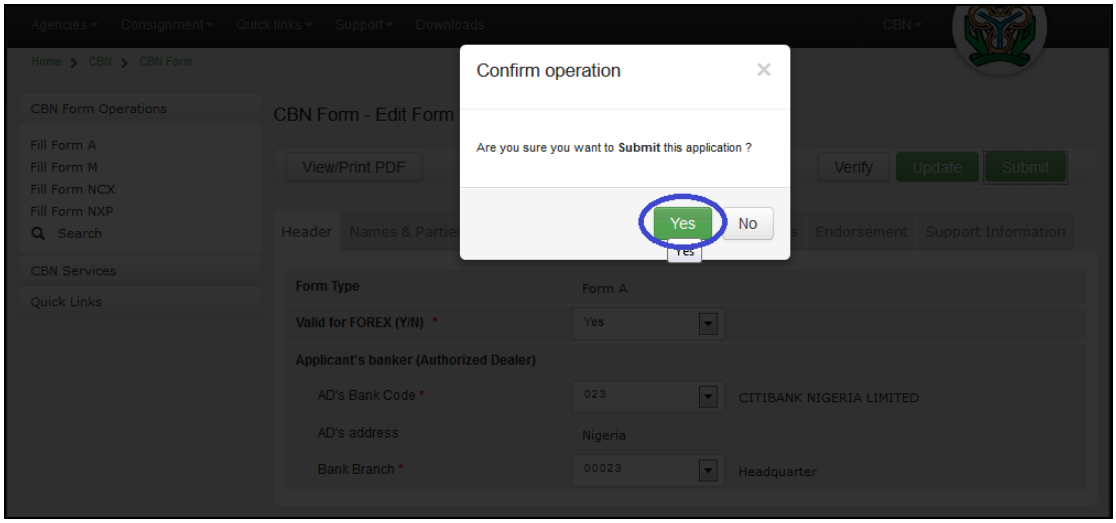
6.7 Submit

6.7.1 To submit Form A, click on **Submit** button.



6.7.2 Confirmation message will be displayed. Click on **Yes** button to submit the Form A.



6.7.3 Message notification that "***Form A has been submitted.***" will be displayed. Application number will be generated and Support Information will be updated.

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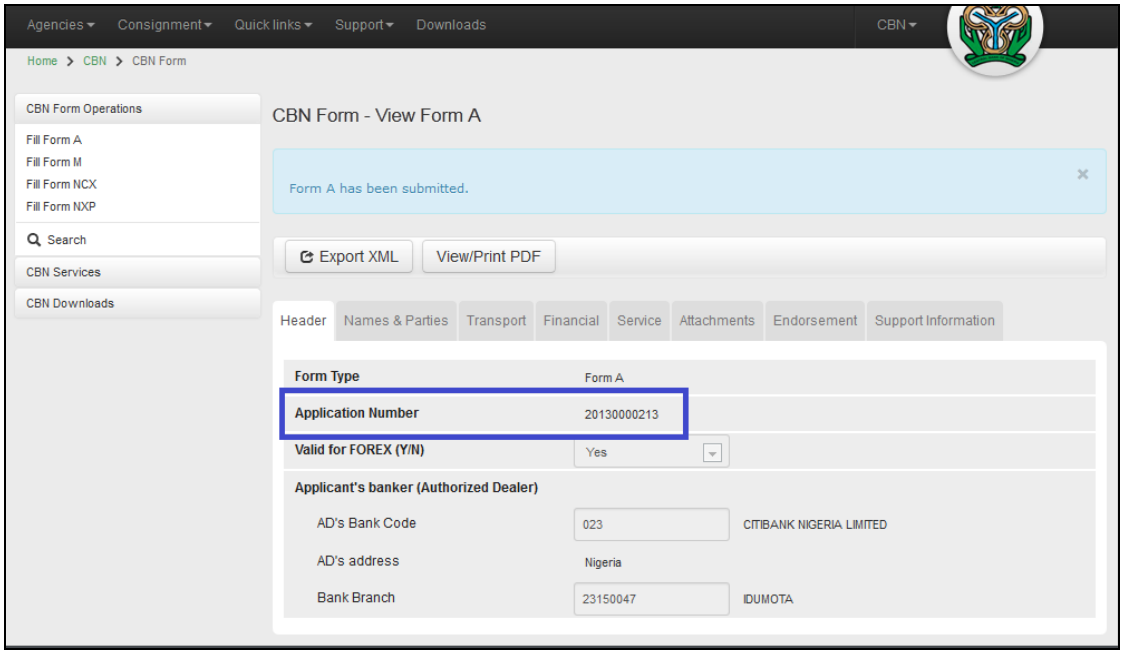

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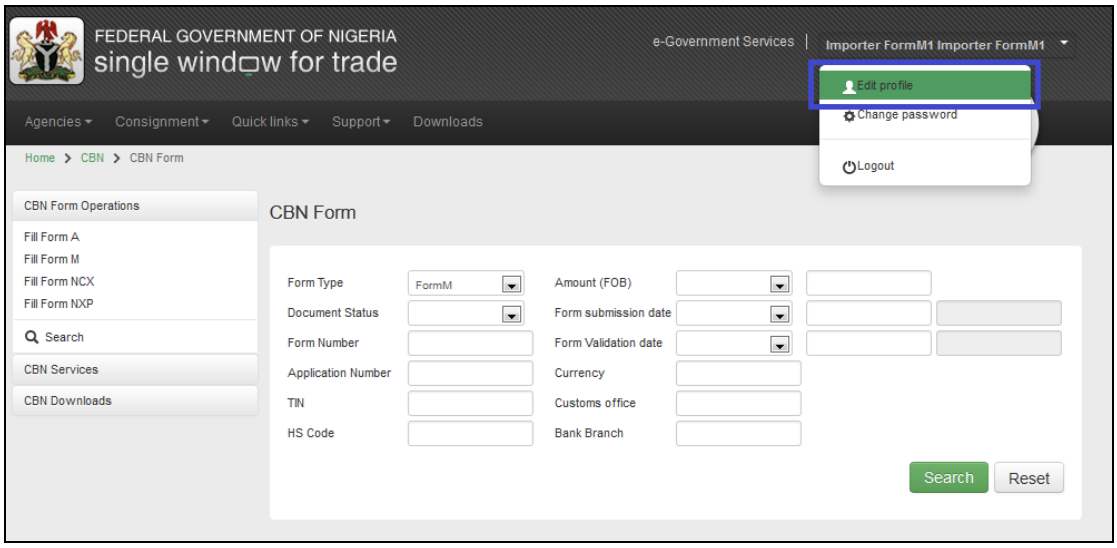
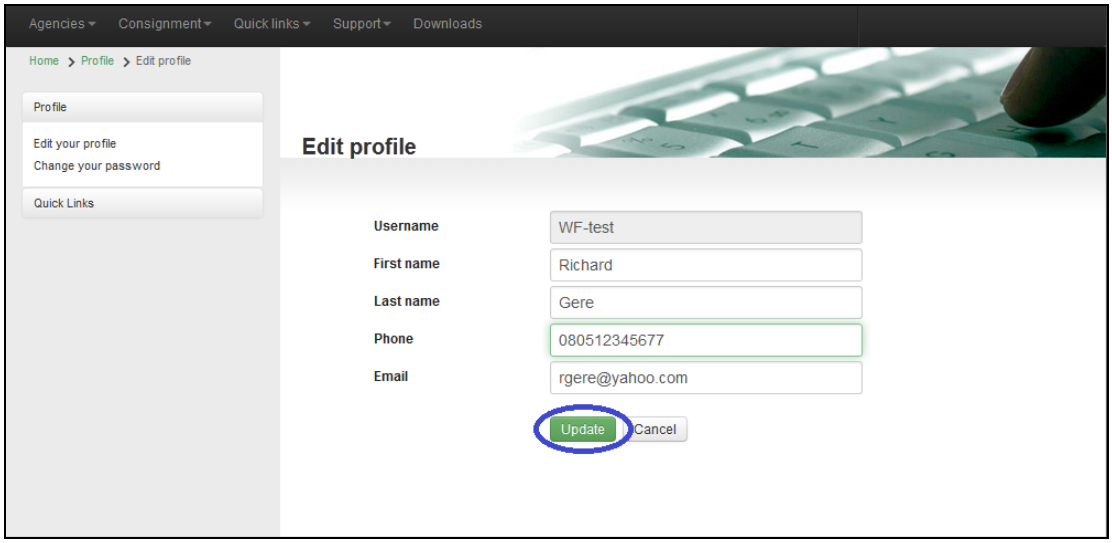
7 EDIT PROFILE

7.1 To edit the user profile, click on username to display user menu then select on **Edit Profile** from dropdown menu.



7.2 Edit Profile page will be displayed. Edit the profile details then click on **Update** button to save the changes made in user profile.



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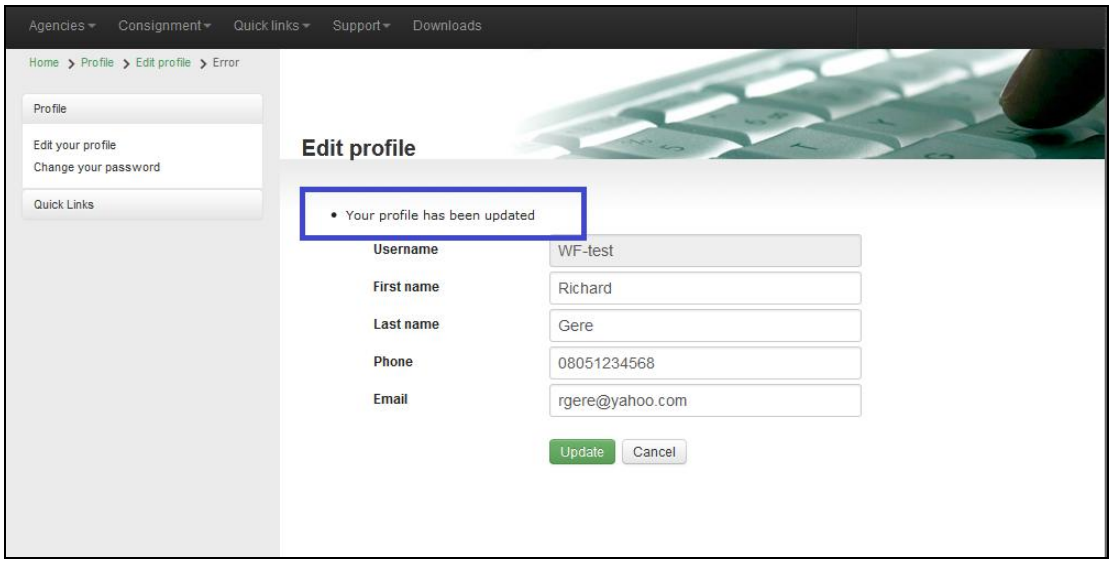
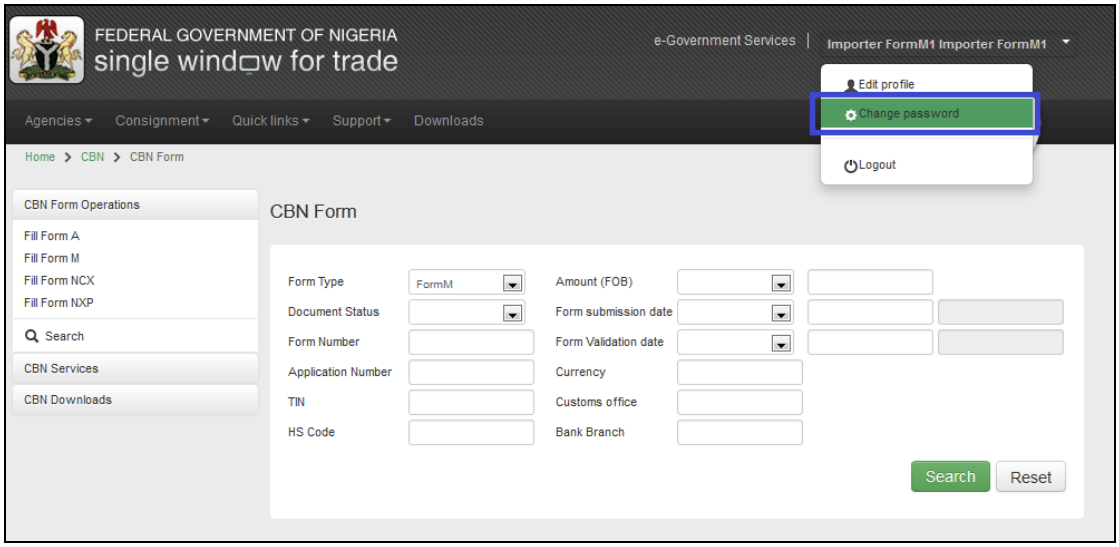
7.3 Message Notification that user profile is updated will be displayed.



8 CHANGE PASSWORD

8.1 To change the user password, click on username to display user menu then select **Change Password** from dropdown menu**.**



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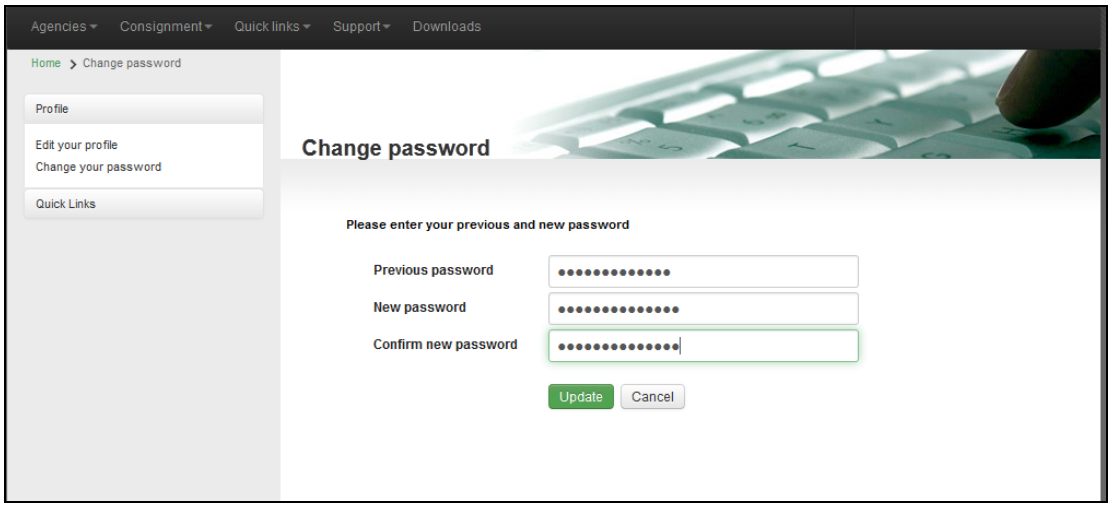
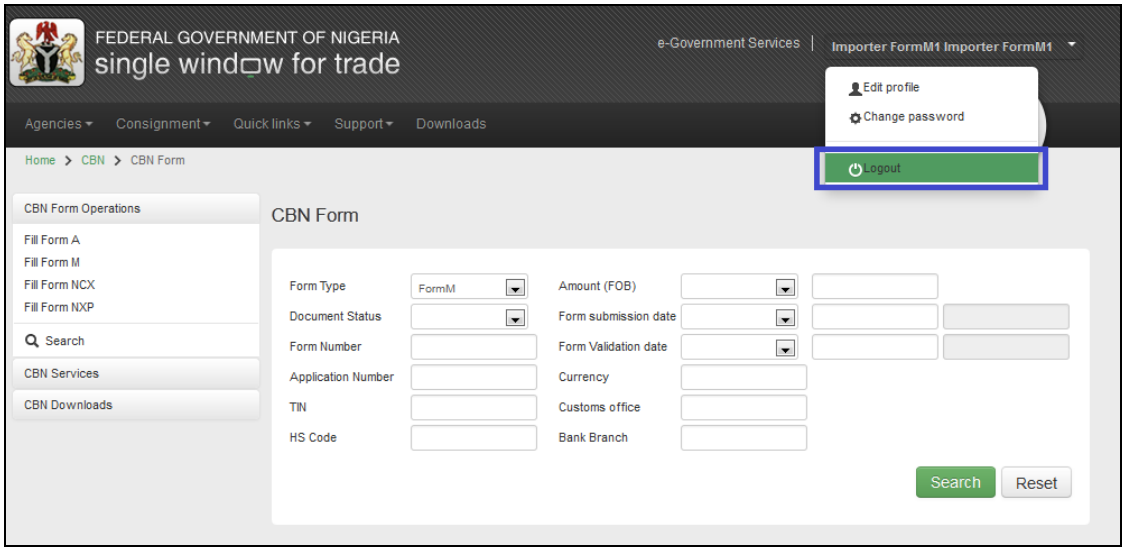
8.2 Enter your previous password, new password and re-enter new password then click on **Update** button.



9 LOGOUT

Click on username and select **Logout** from dropdown menu to close the application.



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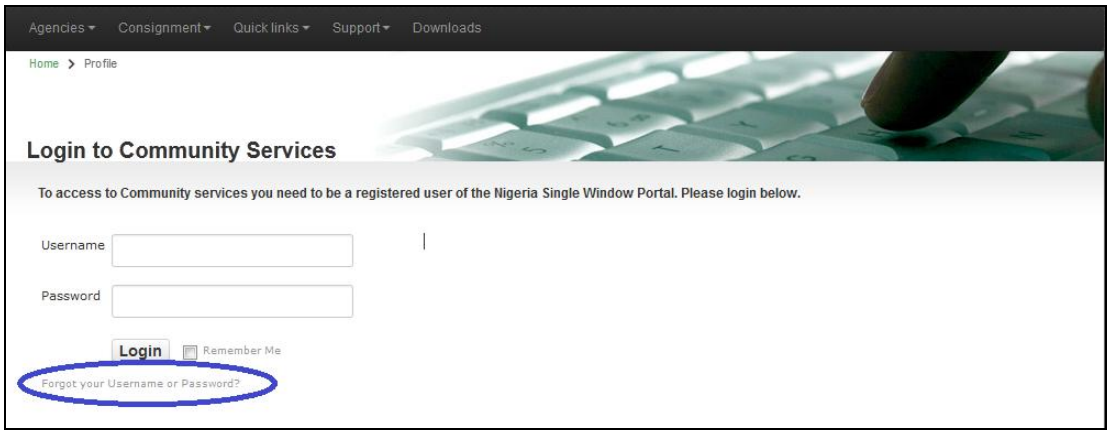
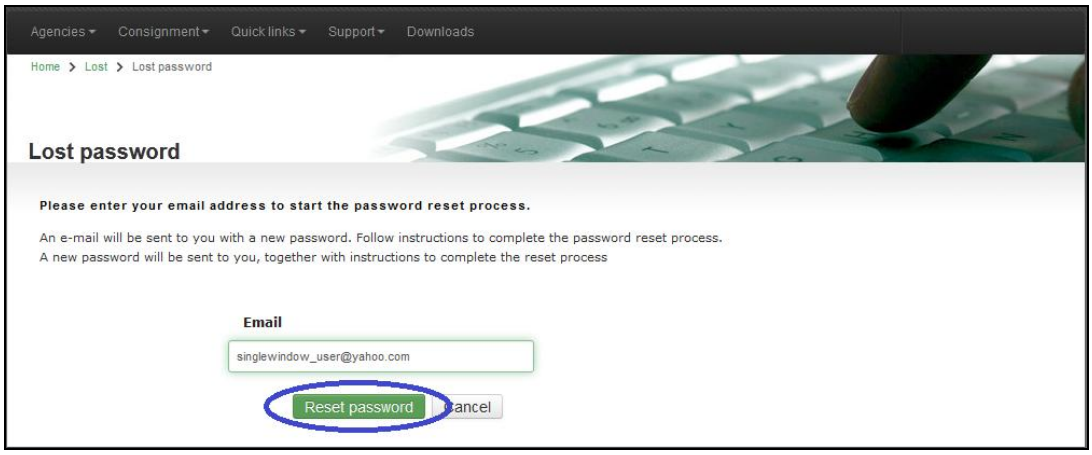
10 RESET PASSWORD

10.1 To reset forgotten or lost username and password, click on **Forgot your username or password** hyperlink on Login Community Services page.



10.2 Lost password page will be displayed. Enter your email address used in registration then click on **Reset password** button.


Agencies
Consignment
Quick links
Support
Downloads
Home > Lost > Lost password
Lost password
Please enter your email address to start the password reset process.
An e-mail will be sent to you with a new password. Follow instructions to complete the password reset process.
A new password will be sent to you, together with instructions to complete the reset process
Email
singlewindow_user@yahoo.com
Reset password
Cancel

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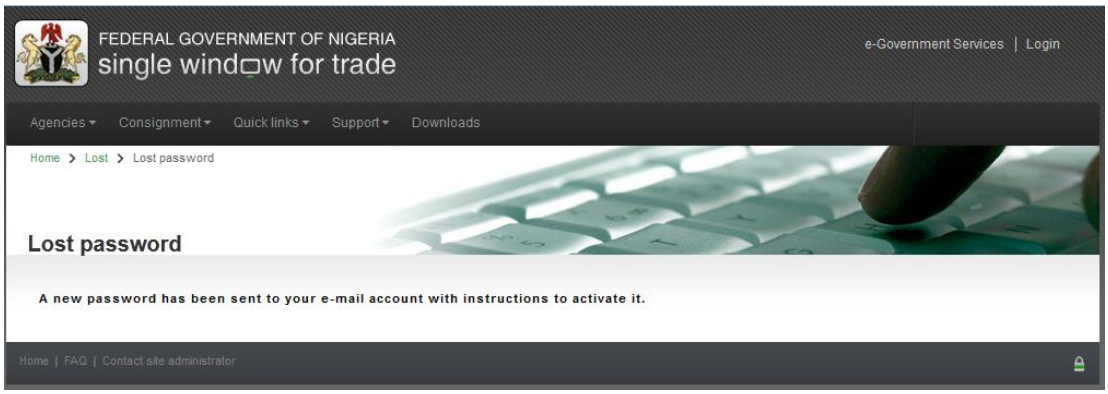
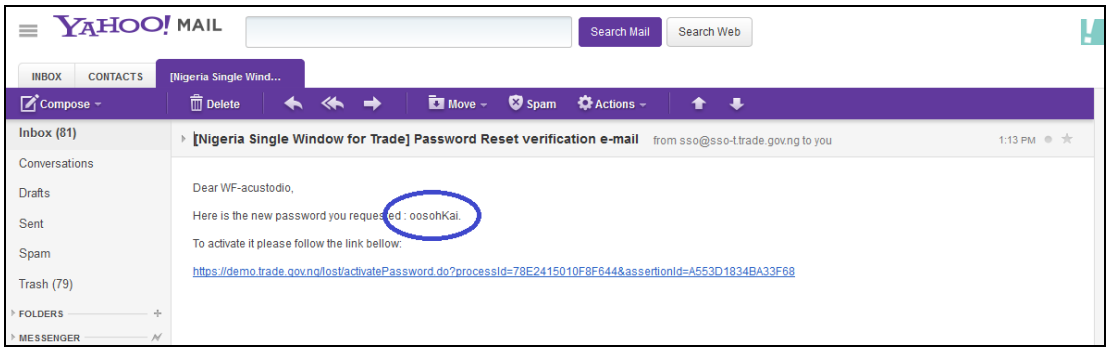
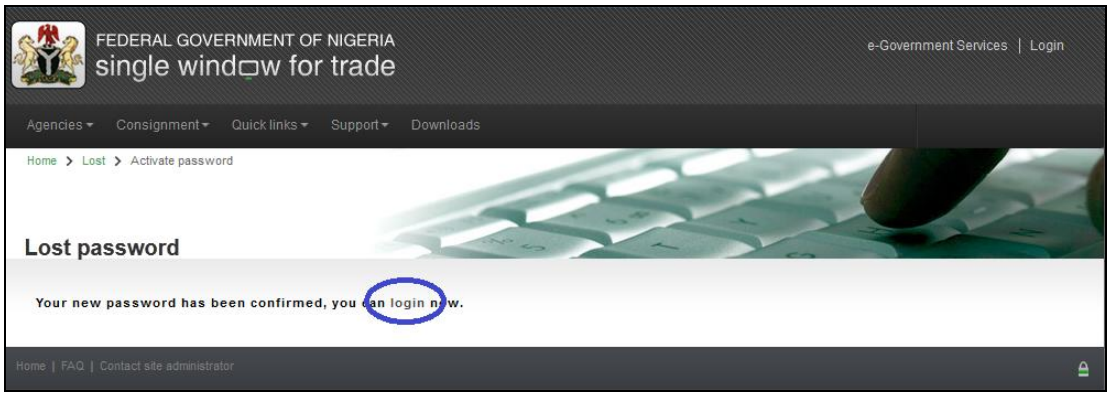
10.3 Message notification that "***A new password has been sent to your email account with instruction to activate it***" will be displayed.


FEDERAL GOVERNMENT OF NIGERIA
single window for trade
e-Government Services | Login
Agencies
Consignment
Quick links
Support
Downloads
Home > Lost > Lost password
Lost password
A new password has been sent to your e-mail account with instructions to activate it.
Home | FAQ | Contact site administrator

10.3.1 Log in to your email provider. New password will be displayed. To activate new password, click on the activation hyperlink.



10.4 Message notification that new password has been confirmed. Click on login hyperlink to use the new password.



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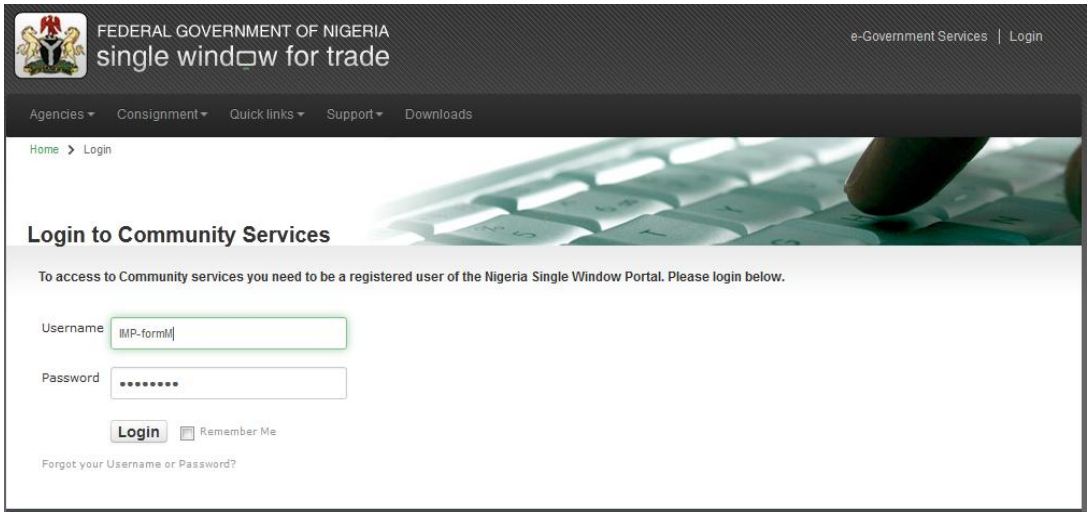
10.5 Login community Service page will be displayed. Enter your username and new password.



Note: To change the password, go to clause 8: Change Password.

11 TECHNICAL REQUIREMENTS

The following are the Technical requirements to be considered in using CBN Forms Application:

11.1 Hardware

- Any modern PC which can browse Internet

11.2 Operating System

- Windows XP and above
- Mac OS X 10 and above
- Any Linux distribution with Graphical desktop

11.3 Internet Browser

Any of the following:

- Mozilla Firefox 12.0 and above
- Google Chrome 18 and above
- Internet Explorer 9 and above
- Safari 5.1 and above

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